DOCUMENT RESUME

ED 356 064 PS 021 281

TITLE	Child Day Care Center Licensing Study, 1993.
INSTITUTION	Children's Foundation, Washington, D.C.
PUB DATE	Feb 93
NOTE	149p.
AVAILABLE FROM	Children's Foundation, 725 Fifteenth Street, N.W., Suite 505, Washington, DC 20005-2109 ($22).
PUB TYPE	Reference Materials - Directories/Catalogs (132) -- Reports - Research/Technical (143)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Adolescents; *Certification; Children; *Day Care Centers; Early Childhood Education; Elementary Education; National Surveys; Qualifications; State Legislation; *State Licensing Boards; *State Standards
IDENTIFIERS	*Day Care Regulations

ABSTRACT

This study contains the results of a nationwide survey concerning day care regulations and licensing procedures throughout the United States. The regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands were surveyed. The listings, which are arranged according to location, provide the address and telephone number of the person and organization providing the information. Also provided are state, district, or commonwealth data covering: (1) the definition and number of regulatory programs; (2) regulations and requirements; (3) prescreening, training, and staff qualifications; (4) complaint procedure; (5) unannounced inspection policy; (6) child documentation and immunization policy; (7) discipline policy; (8) emergency medical consent policy; (9) infant care programs; (10) school age programs; (11) special needs care programs; (12) sick child care programs; (13) subsidized child care programs; (14) transportation policy; (15) the National Life Safety Fire Code; (16) child abuse and neglect; (17) local contact; and (18) pending legislation. (MDM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED356064

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

1993 Child Day Care Center Licensing Study

The Children's Foundation
725 Fifteenth Street NW
Suite 505
Washington, DC 20005

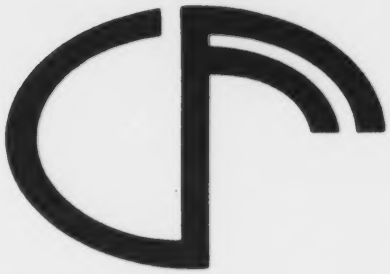
(202) 347-3300

"PERMISSION TO REPRODUCE THIS MATERIAL IN **OTHER THAN PAPER COPY** HAS BEEN GRANTED BY
Sandra Gellert
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

PS 021281

THE CHILDREN'S FOUNDATION
725 Fifteenth Street, N.W., Suite 505 • Washington, D.C. 20005-2109
(202) 347-3300



THE 1993 CHILD DAY CARE CENTER LICENSING STUDY

INTRODUCTION

The Child Day Care Center Licensing Study contains the results of a nationwide survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico and the Virgin Islands. This licensing and regulatory data is organized into eighteen categories (four new ones added this year).

- o Definition and Number of Regulatory Programs
- o Regulations and Requirements
- o Prescreening, Training and Staff Qualifications
- o Complaint Procedure
- o Unannounced Inspection Policy
- o Child Documentation and Immunization Policy
- o Discipline Policy
- o Emergency Medical Consent Policy
- o Infant Care Programs
- o School Age Programs
- o Special Needs Care Programs
- o Sick Child Care Programs
- o Subsidized Child Care Programs
- o Transportation Policy
- o National Life Safety Fire Code
- o Child Abuse and Neglect
- o Local Contact
- o Pending Legislation

The overriding conclusion to be drawn from this study is that there is no uniform way in which these entities regulate child day care centers. For many of the categories, there are a number of variables and exceptions to be found even when states or territories define the categories in very similar ways. The **only** one common thread is that all of the states or territories require child day care centers to be regulated.

It is the intention of The Children's Foundation that the information in this study be useful to center directors and staff, advocates, the media, state and local regulatory offices, and policy makers as each group makes decisions about or works on behalf of children and families.

This study is available from The Children's Foundation for $22.00, which includes book rate postage [add 15% for first class postage].

February 1993

METHODOLOGY

This study is an update of information first compiled by The Children's Foundation in 1991. The data was obtained from the central regulatory office in each of the 50 states, the District of Columbia, Puerto Rico and the Virgin Islands.

These offices were asked to review the information we had published in the 1991 Study, update that information, and answer additional new questions which had come to our attention since 1991. This mailing took place in November, 1992. After the new data was gathered and compiled, proof sheets were sent back to the regulatory offices for re-verification. This took place in December, 1992 and January, 1993.

If a state or territory has two asterisks (**) after its name, the re-verification of the information did not take place by the press date. If a state or territory has two pluses (++) after its name, no updated information was received and 1991 data has been printed.

The 53 states or territories are listed alphabetically. The name and address of the regulatory office that supplied and verified the information is located at the top of the page. Also, a complete list of all the regulatory offices is provided at the end of the book.

ACKNOWLEDGEMENTS

We are grateful to the various child care officials in the individual regulatory offices who took the time from their busy schedules to provide and verify the information contained in this study.

We would like to thank Sandra Gellert, Project Director, who gathered the information and compiled this year's study. Also thanks goes to Allison Yates and Susan Potter, student externs from the University of Virginia, who assisted with the telephone follow-up to the states and territories.

Kay Hollestelle
Executive Director

QUESTION AND ANSWER SUMMARY

In this section, data is presented in a question and answer format in order to address some of the frequently asked questions. We invite you to refer to the study itself for details on each state or territory.

Q - How many regulated child day care centers are in the 50 states, District of Columbia, Puerto Rico and the Virgin Islands?

A - There are 90,558 regulated child day care centers. All are "licensed" with the exception of PA where it is referred to as "certification." This is represents only a 5% increase from the 1991 Study.

Q - How are these regulated programs defined?

A - In 31 (58.4%) states or territories, the number of regulated child day care centers includes nursery schools, prekindergartens and religiously affiliated centers: AR, AZ, CA, CO, CT, DC, HI, IA, KS, KY, LA, MA, MD, MI, MN, NC, NH, NJ, NM, NV, NY, OH, PR, VI, VT, WY, WV; DE and UT (Programs operate 4 or more hours); TN (some religious programs operated by Dept. of Educ.); and IL (exemptions for programs serving children 3 years and older).

In 6 (11%) states or territories, the number of regulated child day care centers excludes nursery schools, prekindergartens and religiously affiliated centers: AK, IN, MO, ND, MT, and VA.

In 11 (20.7%) states or territories, the number of regulated child day care centers includes religiously affiliated centers and excludes nursery schools and prekindergartens: GA, ID, ME, MS, OK, OR, PA, RI, SD, TX, and WA.

In 5 (9.4%) states or territories there are variations, as follows: AL exempts religiously affiliated centers unless they operate more than 4 hours; SC registers religiously affiliated centers; WI excludes prekindergartens; FL excludes religiously affiliated centers; and NE exludes nursery schools.

Q - How many and what states and territories require license renewal every year, every two years, every three years, or other?

A - In 26 (49%) states or territories, yearly renewal is required: DC, DE, FL, GA, HI, IA, IN, KS, KY, LA, ME, MD, MS, MT, NC, NM, NV, OK, OR, PA, RI, SD, TN, UT, VI and WY.

In 18 (34%) states or territories, renewal is required every two years: AL, AK, AR, CO, CT, ID, IL, MA, MI, MN, MO, NE, NY, OH, PR, SC, WI, and WV.

In 4 (7.5%) states or territories, renewal is required every three years: AZ, NH, NJ, and WA.

In 5 (9.4%) other states or territories there are variations: ND has 1 and 2 year licenses; VT has 1 and 3 year licenses, CA and TX have non-expiring licenses; and VA licenses for "up to" 3 years.

Q - How many and what states and territories required unannounced inspection visits under various conditions?

A - In 10 (18.8%) states or territories, annual unannounced inspection visits are required: AZ, IA, IL, MT, OH, ND, TX, VA, VT, and WY.

In 8 (15%) states or territories, unannounced inspection visits are required at renewal or when a complaint is filed: DC, MD, MN, MO, NM, NC, TN, and WI.

In 9 (17%) states or territories, unannounced inspection visits take place only when a complaint is filed: AK, CA, DE, HI, MI, MS, SC, SD and WA.

In 11 (20.7%) states or territories, all visits are unannounced: AL, CO, CT, GA, KS, KY, ME, NE, NJ, NM, and PR.

In 10 (19%) states or territories, there are the following variations: AR and FL (quarterly unannounced visits); IN and OK (unannounced visits three times a year); NV (Bi-annually); RI (twice a year and upon complaint); UT (three times a year and upon complaint); MA (once in the first six months and upon complaint); NH (for complaint only plus once in three years); and PA (for complaint only plus random sample).

In 2 (4%) states, unannounced visits are not required: ID and OR.

No information available: LA, NY, VI and WV.

Q - How many and what states and territories have adopted the National Life Safety Fire Code?

A - In 23 (43%) states or territories it has been adopted: AL, AR, AZ, CT, DE, FL, GA, IL, KS, KY, ME, MD, NC, NE, NH, NM, NV, PR, SC, TN, UT, VT, and WI.

In 22 (41.5%) states or territories it has not been adopted: CA, CO, HI, ID, IN, IA, MI, MN, MO, MT, ND, NJ, OH, OK, OR, RI, SD, TX, VA, VI, WA, and WY.

In 3 (5.6%) states they use an adaptation: AK, MS, and PA.

No information available: DC, LA, MA, NV and WV.

Q - How many and what states and territories require in-service training for directors and staff?

A - In 10 (19%) states or territories, there is no requirement: CA, CO, HI, ID, MI, MT, NH, NJ, PR, and SC.

In 15 (28%) states or territories, some training is required, but amounts vary by staff position or are unspecified: AL, CT, DC, KS, LA, MN, NC, NY, RI, TX, UT, VI, VT, WA and WV.

In 28 (52.8%) states or territories, in-service training is required as follows: NM (24 hours); ME (24 hours for full time staff, 12 hours part-time staff); MA and SD (20 hours); DE, IL, MS, OH, OR, and WI (15 hours); AK, AZ, GA, IN, MO, NE and TN (12 hours); AR and ND (10 hours); FL, VA and WY (8 hours); IA, KY, MD, OK, and PA (6 hours) and NV (3 hours).

ALABAMA

Information
Supplied by: Betty Maxwell
Assistant Supervisor
DHS - ODCCD
50 Ripley Street
Montgomery, AL 36130
PHONE: (205) 242-1425
FAX: (205) 242-1086

Number and Definitions of Regulated Programs

- There are 1,100 licensed centers.
- Nursery schools, prekindergartens operating longer than four hours a day and not operated by public schools are subject to licensure; religiously affiliated facilities are exempt, but have the option of being licensed.

Regulations and Requirements

- License required; preapproval inspection required.
- Licenses are renewed every 2 years; no license fee.
- Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft. (over 2 1/2); 50 sq. ft. (under 2 1/2).
- Staff/child ratios: infants - 1:6; toddlers - 1:8; 2 1/2 - 3 years - 1:12; 4-6 years - 1:20; 6-8 years - 1:22; 8 years and older - 1:25.
- Written fire and and health department approvals required.
- No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors and program directors; high school diploma or GED required for teachers; cook and service staff must be able to read and write; all required to participate in center orientation.
- Program directors must obtain at least 8 clock hours of training each year; child care workers must obtain at least 4 clock hours of training each year; service staff shall obtain at least 2 clock hours of training each year.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to have a medical examination once every 4 years; TB skin test required once; service is offered for child abuse clearance, but is not required; fingerprinting, criminal background check, chest x-ray, AIDS test and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.
- 3 written references from non-relatives, including at least one previous employer, required for center staff.
- CPR/first aid is not a separate preservice and/or in-service training requirement.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on situation.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are prioritized and investigated.

Unannounced Inspection Policy
-Renewal, annual and complaint inspections are unannounced; at least annually.

Child Documentation and Immunization Policy
-Enrolled children are required to be immunized according to the schedule prescribed by the State Health Department.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate regulations.

School Age Programs
-No separate regulations.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Gary Warren, DHR, 50 Ripley Street; (205) 242-1650.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Contact any Sheriff's Dept. or any County DHR office.

Local Contact
-2 counties have center licensing responsibilities.

Pending Legislation
-None.

ALASKA

Information
Supplied by: Jean Henry
Division of Family & Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
PHONE: (907) 465-3207

Definition and Number of Regulated Programs

-There are 260 licensed day care centers
-Nursery schools, prekindergartens and religiously affiliated centers are not included in this number; preschools are certified by the AK Dept. of Education.

Regulations and Requirements

-License required; preapproval inspections required.
-Licenses are renewed biennially; no license fee.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:15; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
-Fire safety and sanitation inspections required biennially.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-9 hours college level credit in early childhood education required for center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-12 hours annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Skin test for TB is required annually for center staff; if TB test is positive, chest x-ray is required; medical examination may be required upon request; fingerprinting, child abuse clearance, criminal background check, AIDS test, and drug and alcohol tests are not required.
-No administrator or caregiver may be under indictment for or convicted within the previous 10 years of a felony, crime of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, or unsworn falsification, as defined in AS.11 or laws of another jurisdiction, or a sex crime as defined in AS.12.62.035.
-Conditional hiring prior to results of prescreening not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
-3 written references from non-relatives, including one from previous supervisor required for administrator; 3 written references from non-relatives required for caregivers.

-Centers must have at least one caregiver on duty at all times with current CPR and first aid training.

Complaint Procedure
-If well being of a child is in jeopardy, center may be closed immediately.
-Noncompliance situations where children are not in jeopardy require only a warning.
-Length of time center has to come into compliance is variable.
-Resource and referral agencies, as well as Day Care Assistance administrators, are notified when a center is closed.
-Complaints registered against a center are responded to.

Unannounced Inspection Policy
-Centers may receive unannounced inspections at anytime, usually this happens in the case of a complaint or when licensing staff has reason to believe center is not complying with regulations/law.

Child Documentation and Immunization Policy
-Center must have on each enrolled child: emergency record card; record of immunizations; must deep daily attendance record.
-Enrolled children must be immunized.

Discipline Policy
-No form of corporal punishment may be used on newborns, infants, and children with special needs; only with prior written parental permission may controlled hand spankings with the open hand be used, when appropriate, with: a) no more than one slap on the clothed buttocks of a toddler; and b) no more than three slaps on the clothed buttocks of a preschooler or older child; and c) no other form of corporal punishment may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate regulations for centers which service infants; centers may not care for new-borns (birth to 6 weeks).

School Age Care Programs
-No special regulations.

Special Needs Care Programs
-Staff orientation must include training in care of specific children with special needs; before admission of special needs child, there must be discussion with parent; mainstreaming of special needs children required.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Alaska Dept. of Community and Regional Affairs, Child Care Programs, 333 W. 4th Ave., Suite 220, Anchorage, AK 99501-2341: (907) 269-4670).

Transportation
-Requirements concerning the transportation of children exist in state law.

National Life Safety Fire Code
-An adaptation is used; Uniform Fire Code and Uniform Building Code.

Child Abuse and Neglect
-Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services.

Local Contact
-Division of Family and Youth Services regional offices exist.

Pending Legislation
-None.

ARIZONA **

Information
Supplied by: Clyde Dangerfield, Office Chief
Department of Health Services
Office of Child Day Care Licensure
100 W. Clarendon, Suite 520
Phoenix, AZ 85013
PHONE: (602) 255-1272

Number and Definition of Regulated Programs

-There are 1,207 licensed centers.
-Nursery school, prekindergartens and religiously affiliated centers are included.

Regulations and Requirements

-License required; preapproval inspection required.
-License renewed every three years; $150 fee initially and at renewal which goes into the General Fund.
-Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; one year olds - 1:6; two year olds - 1:8; three year olds - 1:13; four year olds - 1:15; school age - 1:20; mixed age groups - the ratio of the youngest child in the group.
-Fire safety inspection required annually; building code inspection initially; kitchen sanitation inspection required annually.
-General liability insurance is required; no requirement for professional liability.

Prescreening, Training, and Staff Qualifications

-A combination of preservice education/experience is required for all staff; different depending upon position.
-All staff required to participate in 12 hours of in-service training annually.
-No special training required for infant care, sick child care, or drop in care; training for special needs care may be required depending upon the severity of the special needs child.
-Fingerprinting and criminal background check required within 20 days of employment and upon transfer to another corporation or private business; skin test for TB required prior to employment; chest X-Ray required if TB test is positive; no requirement for medical examination, child abuse clearance, AIDS test, or drug and alcohol test.
-Conditional hiring before results of prescreening is not regulated.
-No state recommended salary schedule for staff.
-Minimum age requirements: 16 years as a volunteer or paid with assistant teacher supervision; 18 years for teacher caregiver; 21 years for director.
-Six written references required: 3 personal and 3 professional.

-At least one person must be on premises at all times with current certificates in first aid and CPR.
-No requirements regarding substitutes.

Complaint Procedure
-No policies that require the immediate closing of a center.
-If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.
-License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Day Care Act.
-Resource and referral agencies are notified of center closings through telephone contact.
-Complaints against a center are responded to as follows: within 48 hours for alleged child abuse or immediate danger; 5 days for serious in nature, but no indication of immediate danger to health and safety; 10 days for all other complaints; 20 days for out-of-area complaints.

Unannounced Inspection Policy
-One unannounced visit annually.

Child Documentation and Immunization Policy
-Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations.
-Enrolled children are required to be immunized, except for certain medical or religious exemptions.

Discipline Policy
-Corporal punishment not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No specific regulations that apply only to infants.

School Age Care Programs
-No specific regulations that apply only to school age.

Special Needs Care Programs
-No specific regulations that apply only to special needs.
-No mainstreaming required.

Sick Child Care Programs
-Sick children are not allowed under present regulations.

Subsidized Child Care Program
-Is available; contact Department of Economic Security (602) 542-0238.

Transportation Policy

-Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.
-Child restraints required, depending up age/weight of child.
-First aid kit and children's emergency medical care authorization must be in vehicle.

National Life Safety Fire Code

-State has adopted 1985 edition of NFPA 101 Life Safety Code for child care centers.

Child Abuse and Neglect

-Cases of child abuse or neglect should be reported to Child Protective Services (602) 266-0282.

Local Contact

-Three state offices - Phoenix, Flagstaff and Tuscon.

Pending Legislation

-None.

** Unverified

ARKANSAS

Information
Supplied by: Virginia Reid, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590

Number and Definitions of Regulated Programs

-There are approximately 1,600 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Regulations and Requirements

-License required when 6 or more children are in care; preapproval inspection required.
-Licenses are renewed bi-annually; license fee - $30 for 2 year license for 24 or fewer children; $50 for 2 year license for 25 or more children; all fees deposited in the Child Care Provider Training Fund for training grants.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:25; mixed age group - meet ratio for youngest child in group.
-Fire safety and sanitation inspection required annually; zoning required initially.
-No liability insurance or professional insurance required.

Prescreening, Training, and Staff Qualifications

-Center directors must have a high school diploma plus 4 years experience or a CDA or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff must have a high school diploma or GED.
-10 hour annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Center staff not required to be prescreened by medical exam, finger printing, child abuse, criminal background check, chest x-ray or TB skin test, AIDS, drug or alcohol.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.
-Written references required from last 6 years of employment.
-CPR/first aid not a separate preservice or in-service requirement.
-No policy regarding the use of temporary substitutes.

Complaint Procedure

-Immediate center closing only required in emergency situations.
-Warning required for items not thought to immediately jeopardize health or safety.

-Length of time center has to come into compliance depends on severity of the non-compliance.
-Once closed, the center is removed from the information systems of resource and referral agencies.
-Complaints registered against a center are responded to.

Unannounced Inspection Policy
-Goal is for unannounced quarterly inspections; more often if complaints are received.

Child Documentation and Immunization Policy
-Child records must be kept and made available to Division of Children and Family Services Licensing staff on request.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment allowed only for children over the age of 3; only by director, with open hand, signed parental permission.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-Division of Developmental Disabilities Services does licensure for DDS sites. If non-special needs children are in care, a dual license is required. Day Care Licensing requirements are in the process of revision. A sub-group is developing standards for special needs children when mainstreamed or when DD programs encourage the reverse.

Sick Child Care Programs
-Any child who becomes ill and unable to participate in the daily activities, must be isolated and supervised. Appropriate action should be taken to meet the individual needs of the child. Parents or guardian must be notified and requested to pick up child.

Subsidized Child Care Programs
-Is available; contact Bobbie Ferguson, DCFS Subsidized Day Care, Box 1437, Slot 626, Little Rock, AR, 72203-1437: (501) 682-8763.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has been adopted; enforced by Fire Marshall; portions relating to child care centers utilized.

Child Abuse and Neglect
-Call 1-800-482-5964.

Local Contact

-Contact Local Division of Children and Family Services/Department of Human Services Office in every county.

Pending Legislation

-Legislative request to grant the Child Placement Advisory Committee full authority to grant and revoke licenses. In the past they have just reviewed agency compliance issues. This will not affect day care centers in any way, but does get the agency out of the position of licensing itself for child placement purposes. This is seen as a big improvement by licensing staff.

CALIFORNIA

Information
Supplied by: Fred Miller, Deputy Director
Dept. of Social Services
Community Care Licensing Division
744 P Street, MS 19-50
Sacramento, CA 95814
PHONE: (916) 322-8538
FAX: (916) 323-8352

Number and Definition of Regulated Programs

-There are 11,436 licensed centers.
-Nursery/preschools are not licensed separately; "day care center" is used generically to license nursery schools, preschools, Montessorri schools, Head Start, prekindergartens and religiously affiliated centers, all of which are included in the number.

Regulations and Requirements

-Licenses are mandatory unless exempt by law; preapproval inspections required.
-Licenses are issued in a perpetual basis; annual licensing fees of from $100 to $1,000 based on capacity; became effective September, 1992.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; preschool - 1:12; schoolage - 1:14; mixed age groups - 1:12.
-Fire safety inspection required at time of application for licensure.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and experience required for center directors, teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Staff required to be prescreened by medical examination; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal background checks are required when the individual has been in California for less than two years; TB skin test must be performed not more than one year prior to or seven days after initial presence in the facility; AIDS test and drug and alcohol tests not required.
-Staff (other than director) are allowed to be hired and begin working in the center pending fingerprint clearances. All other clearances as stated above must be submitted/cleared prior to employment.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; teacher aides may be less than 18 years old provided that they are either

high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
-No written references required for center staff.
-CPR/first aid is a separate preservice and/or in-service requirement for centers caring for mildly ill children.
-Effective 1-1-93 pediatric CPR/first aid and specific preventative health practices training must be obtained by center directors no later than 1-1-95.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Policies that require only a warning exist.
-Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against centers are responded to.

Unannounced Inspection Policy
-Yes, within 10 days of receipt of a complaint; annual visit; plan of correction visit; all visits other than the prelicensing visit.

Child Documentation and Immunization Policy
-Records on each child must be maintained.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not need to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of special needs children.

Sick Child Care Programs
-All current licensing regulations apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of mildly ill children.

Subsidized Child Care Programs
-Is available; contact Dr. Robert Cervantes, Director, State Department of Education, Child Development Division, 721 Capitol Mall, Sacramento, CA 95814; (916) 322-6233.

Transportation Policy
-Separate regulations concerning the transportation of children.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Complaints of suspected child abuse can be filed in any of the 16 state licensing offices, 48 county licensing offices, any law enforcement (city or county) and child protective offices located in every one of the 58 county social/health/welfare offices.

Local Contact
-19 district offices statewide which report to 4 regional offices.

Pending Legislation
-None.

COLORADO

Information
Supplied by: Dana Andrews
Licensing Administrator
DSS, Office of Child Care Services
1575 Sherman St.
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-2704

Definition and Number of Regulated Programs

- There are 1,625 licensed day care centers.
- Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Regulations and Requirements

- Licence required; preapproval inspection required.
- Licenses renewed every 2 years; license fee ranges from $30 - $80, depending of number of children in center.
- Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.
- Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2 to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.
- Separate inspections required every 2 years by the Fire and Health Departments. Building code inspection required at opening and at capacity changes.
- General liability required if center cares for children paid for by the state; otherwise no general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of combined education and experience options available; no requirements for the dietician and kitchen staff.
- Infant and toddler aides must have completed 8 hours of orientation prior to assignment; infant group leaders must have completed 8 hours of orientation prior to work.
- Annual in-service training not required.
- Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for special needs care or drop in care.
- Staff required to be prescreened by fingerprinting, child abuse clearance, criminal background, TB skin test, and medical examination; chest x-ray required only if sensitive to skin TB test; AIDS test and drug and alcohol test are not required.
- Conditional hiring is allowed prior to results of prescreening.

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16; 16-18 year olds required; to have direct supervision of a group leader; must be 18 to work with infants.
-3 written references required to verify previous employment and position qualifications, also character and suitability for working with children.
-CPR/first aid is a separate preservice/in-service training requirement; there must be someone at the facility at all times who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.
-Substitutes must meet the qualifications of the position of the person for whom they are substituting; must also be fingerprinted and have TB test.

Complaint Procedure
-No written policies that require immediate closing of a center.
-No warning policy; all violations must be corrected.
-Usual time frame for center to come into compliance is immediate for serious violations or within 30 days.
-Currently working on a new process for notifying resource and referral agencies when a center is closed.
-Response process when a complaint is registered against a center: very serious (1-3 working days); serious (4-10 working days); moderate (10-15 working days); mild (14-20 working days); and very mild (14-20 working days).

Unannounced Inspection Policy
-All renewal, supervisory and complaint visits are unannounced.

Child Documentation and Immunization Policy
-For child enrollment, must have child health history and immunizations, social history, emergency authorizations and phone numbers of people to contact in an emergency, and medication authorizations, and authorizations for special activities provided by the center.

Discipline Policy
-Corporal punishment is prohibited.
-Center must have written discipline policy which is posted or is available to parents and staff.

Emergency Medical Consent Policy
-Parents must sign authorization of emergency medical care, but form does not have to be notarized.

Infant Care Programs
-Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.

School Age Programs
-There is a completely different set of regulations specific to the needs of school agers.

Special Needs Care Programs
-No special regulations for caring for special needs children; to comply with ADA, all centers will care for children with special needs.

Sick Child Care Programs
-At this time regulations do not allow mildly ill children in care.
-Centers must appeal to care for sick children.

Subsidized Child Care Programs
-Is available; contact Colorado Department of Social Services, Office of Child Care Services: (303) 866-5958.

Transportation
-Children must be in approved child restraint system to recommended age and must have written permission to transport.
-Driver of vehicle must have appropriate drivers' license for the size of the vehicle and vehicle must meet safety standards.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact each county Department of Social Services.
-All staff are mandated by law to report suspected child abuse.

Local Contact
-No local contact offices; all day care center licensing staff are located at the state office.

Pending Legislation
-None.

CONNECTICUT

Information
Supplied by: Wesley Bell, Day Care Lic. Sup.
Department of Health Services
150 Washington Street
Hartford, CT 06106
PHONE: (203) 566-2575

Number and Definition of Regulated Programs

- There are 1,550 licensed centers.
- The number of licensed centers includes nursery schools, preschools, prekindergartens, and religiously affiliated centers.

Regulations and Requirements

- License required; preapproval inspection required.
- Licenses are renewed every 2 years; license fee is $200.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage).
- Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
- Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
- No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and specific experience required for center directors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the dietician and kitchen staff.
- Annual in-service training required.
- No special training required for infant care, special needs care, or drop in care.
- Medical examination required for center staff; TB skin test required; criminal background check required; fingerprinting, child abuse clearance, chest x-ray, AIDS test, and drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening allowed.
- No state recommended salary schedule for center staff.
- Minimum age for center director and lead/head teacher is 20.
- Written references required.
- One staff member who is trained in first aid must be on the premises at all times.
- Requirements for temporary substitutes are the same as those for regular center staff.

Complaint Procedure

- Policies that require immediate closing of a center are based on individual cases.
- Length of time center has to come into compliance is not specific in law.
- Resource and referral agencies notified when a center is closed.
- All complaints registered against a center are responded to.

Unannounced Inspection Policy
-All inspections are unannounced.

Child Documentation and Immunization Policy
-The operator of a center must be responsible for maintaining records on each enrolled child which must be kept current and be available at the center.
-State statutes required all enrolled children to be immunized.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medicial Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants.

School Age Care Programs
-Separate regulations for before and after school programs.

Special Needs Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Annette Lawing, Dept. of Human Resources, (203) 566-4972.

Transportation Policy
-Regulations concerning the transportation of children.

National Life Safety Fire Code
-State uses the complete code.

Child Abuse and Neglect
-Contact DCYS: (203) 566-4184.

Local Contact
-3 locations within the state.

Pending Legislation
-Proposed regulations for child day care centers are in process; new regs by Spring, 1993.

DELAWARE

Information
Supplied by: Pauline D. Koch, Administrator
DSCYF, Office of Child Care Licensing
Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19806
PHONE: (302) 633-2700

Number and Definition of Regulated Programs

-There are 206 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs which operate more than 4 hours per day are included; those which operate less than 4 hours and choose to be licensed are also included.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any time.
-Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group.
-Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.
-15 hours annual in-service training required for center staff.
-Special training required for special needs care and sick child care; no special training required for infant or drop in care.
-Center staff required to be prescreened by TB skin test, chest x-ray (if test is positive to TB) and medical examination; fingerprinting, child abuse clearance, criminal background check, AIDS test, and drug and alcohol tests are not required.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director.
-At least 2 character references are required.
-A staff person certified in first aid and a staff person certified

in CPR for infants and children must be present at the center at all times during the hours of operation.
-A center shall have substitute staff, including documentation of qualifications; if a substitute is used for two months continuously or longer, the person shall be fully qualified for the position.

Complaint Procedure
-Immediate closing of a center is required if it is determined that the children are in imminent danger.
-Policies for closings and warnings depend on the nature of the complaint.
-Length of time center has to come into compliance depends on the nature of the noncompliance.
-When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
-When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Unannounced Inspection Policy
-Unannounced inspections occur primarily when a compalint is received or when a facility shows a pattern/history of non-compliance.

Child Documentation and Immunization Policy
-The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.
-Enrolled children are required to be up to date with immunizations prior to entrance and on a regular basis after.

Discipline Policy
-Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, etc.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist; mainstreaming of special needs children is permitted and encouraged when possible.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, CT Building, New Castle, DE 19720: (302) 421-8299.

Transportation
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-The entire code is used; throughout the code day care centers are mentioned and the Fire Marshall applies to code as necessary.

Child Abuse and Neglect
-Call 1-800-292-9582 or 1-302-633-2700.

Local Contact
-One office in New Castle County and one office in Dover (serving Lower New Castle, Kent and Sussex County).

Pending Legislation
-None

DISTRICT OF COLUMBIA

Information
Supplied by: James R. Murphy Administrator
Service Facility Regulation Administration
Dept. of Consumer & Regulatory Affairs
614 H Street, NW,
Washington, DC 20001
PHONE: (202) 727-7190
FAX: (202) 727-7780

Number and Definition of Regulated Programs

-There are 344 licensed centers.
-Nursery schools not regulated separately; prekindergartens and religiously affiliated centers are included in this number.

Regulations and Requirements

-Licensing required; preapproval inspection required.
-License renewed annually; fee required.
-Space requirements per child: indoor - 45 sq. ft. for infants, 35 sq. ft. for others; outdoor - 60 sq. ft.
-Staff/Child Ratios: infants - 1:4; toddlers - 1:4; preschool - 1:8; school age - 1:15; mixed age groups - adjusted to the needs of the youngest child.
-Fire safety inspections required annually; building code and lead inspections required initially.
-General and professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dietician and kitchen staff, and school bus drivers.
-In service training required as needed.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Chest X-Ray and medical examination required; TB skin test required when applicable; no requirement for fingerprinting, child abuse clearance, AIDS test or drug and alcohol test.
-Conditional hiring not allowed prior to results of prescreening.
-No state recommended salary schedule for center staff.
-Minimum age requirement for all staff is 18.
-Three written references from non related persons is required.
-Preservice requirement for standard first aid and administration of CPR.
-No policies regarding substitutes.

Complaint Procedure

-Unlicensed activities and case-by-case determinations require immediate closing of day care centers.
-For violations that are not serious in nature or magnitude where there is no eminent danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.

-No formal procedure for notifying resource and referral agencies when a center is closed; listings of licensed centers are issued on a monthly basis.
-There is a process when a complaint is registered against a day care center.

Unannounced Inspection Policy
-Renewal inspections and complaint investigations are unannounced.

Child Documentation and Immunization Policy
-Center must have on file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment, emergency contact persons, daily attendance.
-All enrolled children must be immunized.

Discipline Policy
-No policy regarding corporal punishment for child care facilities; only strong recommendations against it.

Emergency Medical Consent Policy
-The parent shall submit to the director on an approved form, authorization for emergency medical treatment for the infant or child.
-Forms do not have to be notarized.

Infant Care Programs
-No separate regulations.

School Age Care Programs
-No separate regulations.

Special Needs Care Programs
-No separate regulations; program statement of center must address this.

Sick Child Care Programs
-No separate regulations; not regulated. Day care regulations do not permit care of "sick" children.

Subsidized Child Care Programs
-Is available; contact Department of Human Services, 609 H Street, NE, Washington, DC 20002: (202) 727-0284.

Transportation Policy
-Driver must be properly licensed; there are specified vehicle requirements.

National Life Safety Fire Code
-Unknown; contact DC Fire Department, (202) 673-3252.

Child Abuse and Neglect
-Abuse: Metropolitan Police Dept. - (202) 576-6762; for neglect: Dept. of Human Services - (202) 727-0995.

Local Contact
-DCRA, (202) 727-7190.

Pending Legislation
-Pending legislation regarding the following: corporal punishment will not be allowed; parents are permitted access to children at all times; staff required to have on-going continual education; other changes in the requirements.

FLORIDA

Information
Supplied by: Sandra Harris, Chief
Child Care and Prevention Services
DHRS - Children and Families Program Office
1317 Winewood Blvd., Bldg. 7, Rm 201
Tallahassee, FL 32399-0700
PHONE: (904) 488-4900

Number and Definition of Regulated Programs

- There are 5,555 licensed centers.
- Number reflects county licensed and state licensed facilities; those programs not requiring licensure such as those exempt in public and non-public schools or religiously exempt not included.

Regulations and Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; Licensing fees: $25 up to 25 children, $1 per additional child to a maximum of $100 for 100 or more children; fees are deposited into state treasury as General Revenue/Unallocated.
- Space requirements per child: indoor - 35 sq. ft; outdoor - 45 sq. ft.
- Staff/child ratios: infants to 1 year - 1:4; 1 - 2 years - 1:6; 2 - 3 years - 1:11; 3 - 4 years - 1:15; 4 - 5 years - 1:20; school age - 1:25; in groups of mixed ranges where infants under 1 year are included, 1 staff member for not more than 6 children of any age group; where infants not included, staff ratio is based on age of majority of children in group.
- Fire safety inspection required annually.
- No requirement for general or professional liability insurance.

Prescreening, Training, and Staff Qualifications

- No specific preservice educational and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides except that all child care personnel must take an approved 30 clock hour introductory course in child care;
- Environmental Health Food Services Management Training Course and certificate exempt for child care facility personnel.
- Child Development Associate (CDA) credential or approved equivalency required for personnel on a ratio of one CDA per 20 children; effective July, 1995.
- All child care center staff required to participate in 8 hours of in-service training annually.
- No special training required for infant care, special needs care, sick child care or drop in care.
- Child abuse clearance for center staff required annually; fingerprinting, TB skin test, criminal background check required once; not required: chest X-Ray, AIDS, or drug and alcohol test.
- Employment history and character reference checks required.
- Conditional hiring prior to results of prescreening is allowed for probationary period.

-No state recommended salary schedule for center staff.
-No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such as facility unless such person is under direct supervision.
-Written references are required.
-If children are present, at least one staff person certified in pediatric CPR shall be in the facility.
-Substitutes must meet the requirements of the position they are filling.

Complaint Procedure
-The local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed $100 per violation, per day, for any violation of regulations, depending upon severity and previous violations. However, where a violation does or could cause death or serious harm, an administrative fine not to exceed $500 per day per violation may be imposed.
-How long a center has to come into compliance depends upon the severity.
-Resource and referral agencies notified of closings via Child Care Licensing Data Reports.
-When a complaint is lodged against a center, the complaint is investigated by a Children and Families Licensing Counselor, or a Protective Services Investigator, if appropriate, and the center is notified in writing.

Unannounced Inspection Policy
-Yes, three of four quarterly visits during the licensure year are unannounced; announced visit is usually for the purpose of reading records or interviewing appointments.

Child Documentation and Immunization Policy
-Immunization and health certificate required within 30 days of placement, unless child has a religious exemption or temporary medical exemption signed by a licensed physician; emergency information, periodic health examinations and immunizations (including HIB), and attendance records required.

Discipline
-No form of corporal punishment may be used.
-Children shall not be subjected to discipline which is severe, humiliating or frightening.
-Discipline shall not be associated with food, rest or toileting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate infant regulations.

School Age Care Programs
-Some exemptions and special requirements.

Special Needs Care Programs
-Special regulations regarding staff/child ratio and continuity of services. Mainstreaming not required; but supported.

Sick Child Care Programs
-Mildly ill child care program not regulated by HRS Child Care Licensure.

Subsidized Child Care Programs
-Is available; contact FL DHRS, Children and Families Program, Building 7, Room 201, 1317 Winewood Blvd., Tallahassee, FL 32399-0700: (904) 488-4900.

Transportation Policy
-Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for annual inspections of the vehicles, and limitations on the number of children in the vehicles. A Commercial Driver's License (CDL) required for the transportation of children to or from preschool or any school-sponsored activities, when the vehicle utilized is designed to carry more than 10 persons including the driver.

National Life Safety Fire Code
-Has been adopted; the state Fire Marshall has adopted Section 101 of the National Fire Protection Association (NFPA) Life Safety Code, 1985, for application in child care facilities.

Child Abuse and Neglect
-Call 1-800-96-ABUSE or (904) 487-4332.

Local Contact
-There are 10 HRS District Offices and 12 local licensing agencies.

Pending Legislation
-None.

GEORGIA **

Information
Supplied by: Marsha Gates
Department of Human Resources
Child Care Licensing Section
878 Peachtree St., NE, Room 607
Atlanta, GA 30309
PHONE: (404) 894-5688

Number and Definition of Regulated Programs

-There are 1,770 licensed centers.
-Nursery schools and prekindergartens are not included in this number; religiously affiliated centers are.
-Some 4 yr old programs regulated by the dept. of education.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:10; preschool - 1:15; school- age - 1:25; mixed age groups - age of youngest child in if 20% or more in group.
-Building code inspection and sewage and water inspection required once (upon opening); fire safety inspection requirements vary from county to county.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, teacher aides, and the dietitian and kitchen staff.
-10 hours annual in-service training required for center staff related to job assignment.
-No specific training required for infant care, special needs care, sick child care, or drop in care.
-Directors and owners required to be prescreened by fingerprinting; center staff required to be prescreened by criminal background check upon employment; child abuse clearance, TB skin test, chest x-ray, medical exam, AIDS, drug and alcohol tests not required.
-Conditional hiring of staff (not director) is allowed until results of prescreening are received.
-No state recommended salary schedule for center staff.
-Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.
-No written references required.
-Meeting the first aid and CPR requirements does not count toward annual 10 hours of training for center staff.
-Temporary substitutes used on a routine basis must meet minimum qualifications and have a criminal background check.

Complaint Procedure

-If children are in jeopardy, emergency suspension of license can

be done; department can place a monitor in center for 10 days.
-Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
-Center usually has no longer than 30 days to come into compliance.
-No routine policy for notifying resource and referral agencies if center is closed; R and R's are only notified if they request it.
-When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.
-Other remedies available: civil penalty of up to $500 per day of violation, revocation of license, restriction of license.

Unannounced Inspection Policy
-All inspections are unannounced.

Child Documentation and Immunization Policy
-Minimum information required about child upon enrollment.
-Enrolled children required to be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate regulations.

School Age Care Programs
-Regulations applicable to older children used.

Special Needs Care Programs
-No separate regulations; center must negotiate an agreement with parent regarding specific need of child upon enrollment.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is managed by Division of Family and Child Services.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has been adopted; enforced by the Fire Marshall's office.

Child Abuse and Neglect
-Contact Division of Family and Children Services.

Local Contact
-Offices located strategically throughout the state.

Pending Legislation.
-None.

** Unverified

HAWAII **

Information
Supplied by: Carol Chang, Asst. Prg. Adm.
DHS - Non Residential Licensing
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 548-2302

Number and Definition of Regulated Programs

- There are 443 licensed centers.
- Nursery schools, prekindergartens and religiously affiliated centers are included in this number; all regulated by the Department of Human Services.

Regulations and Requirements

- License required; licensing required except in select situations; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq.ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq.ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
- Staff child ratios: infants - 1:3; toddlers - 1:4; 2 year olds - 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
- Fire safety and sanitation inspections required annually; building code required at initial license.
- No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- No annual in-service training required.
- Special training required for infant care and special needs care; no special training required for sick child care.
- Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal background check is required at initial employment by the FBI and is required annually by the state; TB skin test or chest x-ray required every 2 years; AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
- No state recommended salary schedule for center staff.
- Minimum age for working in a center is 18, except for aides (16).
- Two written references from former employers are required.
- A first aid trained staff is required during operational hours.
- Temporary substitutes must be at least 18 years old and must participate in orientations program of the facility.

Complaint Procedure
-Policies for immediate closing of a center exist; policies on non-health and safety require a written corrective action plan.
-Center has up to 6 months to come into compliance; time varies depending on violation.
-Resource and referral agencies notified when a center is closed.
-Public reports complaints directly to the licensing staff.

Unannounced Inspection Policy
-Take place when a complaint is filed; otherwise announced yearly.

Child Documentation and Immunization Policy
-Center is required to keep information and records on each child.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants do not currently exist. Center-based care are regulated as demonstration projects. Guidelines were issued and follow the proposed rules.

School Age Care Programs
-Separate regulations for before and after school programs.

Special Needs Care Programs
-Separate regulations for caring for special needs children.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact DHS (Oahu: 832-5162, Hawaii: 933-4251, Maui: 243-5461, Kauai: 241-3337).

Transportation Policy
-None

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact DHS (see above).

Local Contact
-Each major island has a licensing worker or unit of workers.

Pending Legislation
-Working on legislation concerning child care payments under other funding sources; e.g. Child Care and Development Block Grant.

** Unverified

IDAHO

Information
Supplied by: Roseanne Hardin
Deputy Administrator
Department of Health and Welfare
450 West State St.
Boise, ID 83720
PHONE: (208) 334-5700
FAX: (208) 334-6699

Number and Definition of Regulated Programs

-There are 1,600 licensed centers.
-Nursery/preschools are not licensed separately, but are not included in the number of centers.
-Religiously affiliated centers are licensed.

Regulations and Requirements

-License required; fire and health preapproval inspection required.
-Licenses renewed every 2 years; maximum fee for licensing is $100 ($40 for fingerprints; health/sanitation and fire inspection are the remainder).
-No space requirements.
-No specific staff/child ratios.
-Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
-No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-No preservice education and or experience is required for center directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Staff not required to participate in annual in-service training.
-No special training is required for infant care, special needs care, sick child care, or drop in care.
-Staff required to be prescreening by fingerprinting (once if continuous employment) and criminal background check; child abuse clearance, TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests, are not required.
-Conditional hiring allowed prior to results of prescreening is allowed with a self-declaration.
-No state recommended salary schedule for center staff.
-No minimum age requirement for working in a center.
-No written references required.
-CPR/first aid is not a separate preservice and/or in-service training requirement.
-No state policy regarding the use of temporary substitutes.

Complaint Procedure

-Immediate closing of center required if meets temporary restraining order or dire conditions.
-Dangers determine if only a warning is required, and the length of time a center has to come into compliance.

-Resource and referral agencies not notified is a center is closed.
-Complaints registered against centers are investigated.

Unannounced Inspection Policy
-There are no unannounced center monitoring visits.

Child Documentation and Immunization Policy
-No specific state guidelines for child enrollment.
-Parent/Guardian must present proof of child immunizations within 14 days of child's enrollment; exemptions to the policy exist.

Discipline Policy
-No discipline policy regarding corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Infant Care Programs
-No separate regulations for centers which service infants.

School Age Care Programs
-No separate regulations for before and after school programs.

Special Needs Care Programs
-No separate regulations for caring for special needs children.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Information not available.

Transportation
-No regulations concerning the transportation of children.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact local Health and Welfare Offices.

Local Contact
-Contact regional offices (7 in the state).

Pending Legislation
-In January, 1993, infant/staff ratios and on-going training of 4 hours per year will be introduced.

ILLINOIS

Information
Supplied by: Carol Borders, Licensing Specialist
DCFS - Office of Licensing
406 East Monroe
Springfield, IL 62701
PHONE: (217) 785-2688
FAX: (217) 524-0014

Definition and Number of Regulated Programs

-There are 2,325 licensed day care centers.
-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; IL exempts from licensure programs operated by public or private (including religious) school systems serving children who have attained the age of 3; there are no provisions to exempt any programs serving children under age 3.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Space requirement per child: indoor - 55 sq. ft. for infants and toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school- age - 1:20; mixed age groups - must have ratio required for lowest age child.
-Fire safety inspection required annually; Health inspection required every 2 years.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center director, lead/head teachers, assistant teachers (amount required depends on position; courses required depend on age and number of children in care); dietician and kitchen staff shall have the same personal qualifications as required of other staff.
-15 hours annual in-service training required for center staff.
-Special training required for special needs care; no special training required for infant care (except for requirement for nurse/consultant), sick child care, or drop in care.
-Center staff required to be prescreened by child abuse clearance, criminal background information check, TB skin test, chest x-ray (in cases of positive skin test), and medical examination; AIDS, drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening is allowed; policy established by facility, but hiring criteria must be met.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for other center staff - 19.
-3 character references required.

-During hours of operation at least one staff member certified in CPR first-aid, the Heimlich maneuver must be present.
-Substitutes shall have same qualifications of staff for whom they substitute.

Complaint Procedure
-Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.
-Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to.

Unannounced Inspection Policy
-A minimum of one unannounced annual visit; all complaint investigations are unannounced, as are subsequent follow-up visits.

Child Documentation and Immunization Policy
-Centers must maintain record file on each enrolled child.
-All enrolled children must be immunized; exemptions allowed on religious grounds or clinical reasons.

Discipline Policy
-Center staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self control and to assume responsibility for their own acts. No child shall be subjected, under any circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

Emergency Medical Consent Policy
-Standards require parent(s) to provide name, address and telephone number of physician and names of other persons to contact if the parent(s) are not available in an emergency situation. Forms do not have to be notarized.

Infant Care Programs
-Separate section in standards exist for centers which service infants.

School Age Programs
-Separate section in standards exist for before and after school programs.

Special Needs Care Programs
-Separate section in standards exist for caring for special needs children; mainstreaming of special needs children is encouraged.

Sick Child Care Programs
-Separate regulations for caring for sick children do not exist.

Subsidized Child Care Programs
-Is available; contact Department of Children and Family Services, 406 East Monroe, Springfield, IL, 62701: (217) 785-9206.

Transportation
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has been adopted; state fire marshall's office implemented NFPA's 1991 Life Safety Code.

Child Abuse and Neglect
-Call 1-800-252-2873.

Local Contact
-There are 8 regional offices within the state.

Pending Legislation
-No significant legislation is planned; however, a day care committee is currently reviewing the standards for possible revision by the end of 1993.

INDIANA

Iformation
Supplied by: Suzanne Turner, Director
Division of Family and Children
402 West Washington St. - 3rd Floor
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4468

Number and Definition of Regulated Programs

-There are 622 licensed centers.
-Private or public school programs; day care religious ministries are registered.
-Nursery schools, prekindergartens and religiously affiliated centers are not included in this number.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Space requirements per child: indoor - 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 year olds - 1:5; 3 year olds - 1:10; 4 year olds - 1:12; 5 year olds - 1:15; 6 year olds and up - 1:20.
-Fire safety and Health inspections required annually; building code inspection required once by State - local inspections vary.
-No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-At least 12 hours of annual in-service training required for center staff.
-All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking and seizures, prior to giving care; no special training required for special needs care, sick child care, or drop in care.
-TB skin test required within 3 months prior to employment and annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; fingerprinting, child abuse clearance, criminal background check, medical examination, AIDS test, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No written references required; each center has their own requirements.

-All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
-A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Complaint Procedure
-If children are at risk or in imminent danger, immediate closing of center is required.
-Policies that require only a warning exist; provisional licenses may be issued.
-Length of time center has to come into compliance depends on severity of non-compliance.
-Resource and referral agencies not notified if a center is closed.
-Complaints registered against a center are responded to; the staff person assigned a complaint has 10 days to file written response for the center file.

Unannounced Inspection Policy
-Approximately 3 times per year (licensing inspections and complaints).

Child Documentation and Immunization Policy
-Center must keep adequate social and progress records, as well as identifying information, on each child in care.
-Enrolled children must be immunized unless a specific immunization is a danger to the health of the child.

Discipline
-The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child may ever be shaken, hit, or spanked.

Emergency Medical Consent Policy
-Written consent require, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants.

School Age Care Programs
-Specific regulations for school age children in attendance at a licensed center.

Special Needs Care Programs
-No special regulations.

Sick Child Care Programs
-Specific regulations for care of children who become ill at a center exist.

Subsidized Child Care Programs
-Is available; contact IN Division of Family and Children, Bureau of Child Development, 402 West Washington St., 3rd floor, Indianapolis, IN 46204: (317) 232-2291.

Transportation Programs
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Each county has child protection services telephone numbers.

Local Contact
-None.

Pending Legislation
-None.

IOWA

Information
Supplied by: Barbara A. Bosch
Program Manager
Dept. of Human Services
Hoover State Office Bldg. - 5th Floor
Des Moines, IA 50319
PHONE: (515) 281-6074
FAX: (515) 281-4597

Number and Definition of Regulated Programs

- There are 1,456 licensed centers (which includes 723 preschools); total number of licensed centers also includes prekindergartens and religiously affiliated centers.
- Preschools licensed separately, but with same regulations.
- Programs operated by an approved public school are under the IA Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. These are the only general exceptions.

Regulations and Requirements

- License required for anyone who is not registered caring for 7 or more children; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Space requirements per child: indoor - 35 sq. ft. (program area only); outdoor- 75 sq. ft. (at any one time); in room with infants with cribs - 40 sq. ft.
- Staff/child ratios: infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of youngest child in group.
- Fire safety inspection required annually; building code and zoning inspection requirements depend on local requirements at the time of opening.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Combination of preservice education and experience required for center directors; no requirements for lead/head or assistant, teachers, teacher aides, and the dietician and kitchen staff.
- 6 hours annual in-service training required.
- No special training required for infant care, special needs care, or drop in care; drop-in get well centers require an LPN or RN on duty at all times.
- Center staff required to be initially prescreened by child abuse clearance and criminal background check; medical examination initially and every 3 years; fingerprinting, TB skin test, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed until forms are returned to center (around 2 weeks).
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.
- No written references required.
- Someone must be on premises at all times with current first aid;

director must have first aid if center is licensed for more than 20 children.
-Center should have substitutes who meet requirements on file (if not, temporary substitutes may be used until files are completed).

Complaint Procedure
-No policies that require immediate closing of a center; if children are in immediate danger, can request injunction from County Attorney.
-No specific written definition for policies that only require a warning.
-Length of time center has to come into compliance depends on the specific deficiency.
-Resource and referral agencies not notified if a center is closed.
-When a complaint is registered against a center, the responsible day care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.

Unannounced Inspection Policy
-Some consultants do only unannounced inspections; the rest schedule licensing evaluations with one or more unannounced vists each year.

Child Documentation and Immunization Policy
-Children are required to have on file before entering: pre-enrollment physical exam report, immunization record, emergency medical consent form, permission for specific individuals to pick up child, doctor's name, address, and telephone number, and emergency contact person.
-Enrolled children are required to be immunized.

Discipline Policy
-Physical punishment, or any punishment that is humiliating, frightening, or connected with food or toilet training, is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized.

Infant Care Programs
-Center must report to parents each day on what occurred that day.

School Age Care Programs
-Allow for different qualifications for on-site director; otherwise the same.

Special Needs Care Programs
-No separate regulations for caring for special needs children; mainstreaming is not required, but is allowed.

Sick Child Care Programs
-Separate regulations exist requiring different physical arrangements of facility, RN or LPN, triage procedures, and medical doctor as consultant.

Subsidized Child Care Programs
-Is available; contact Department of Human Services local office.

Transportation Policy
-A second staff member must be present if more than 6 children are being transported.

National Life Safety Fire Code
-Has not adopted; IA has its own code for fire in effect.

Child Abuse and Neglect
-Statewide number: (515) 281-5581; each county has specific numbers.

Local Contact
-Each county has a Department of Human Services Office.

Pending Legislation
-None.

KANSAS **

Information
Supplied by: Christine Ross-Baze, Director
Child Care Licensing & Registration Section
Dept. of Health and Environment
900 S.W. Jackson St.
Topeka, KS 66612-1290
PHONE: (913) 296-1272
FAX: (913) 296-1266

Definition and Number of Regulated Programs

-There are 897 licensed day care centers
-Nursery schools, prekindergartens, and religiously affilated centers are included in this number.

Regulations and Requirements

-License required; preapproval inspection required.
-License reviewed annually; license fee is $15 for license capacity of up to 12 children; add $1 for each child ($35 up to $75); fees go to state general fund.
-Space requirements per child: indoor - 35 sq. ft., excluding passage ways, restrooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 75 sq. ft.).
-Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.
-Fire safety inspection required annually; building code inspection required annually where city requires; sanitarian inspection required yearly if using septic system or well water.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for dietician and kitchen staff.
-Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
-Special training required for infant care and special needs care; no special training required for drop in care.
-Center staff required to be prescreened by child abuse clearance, criminal background check, TB skin test, and medical examination; fingerprinting, chest x-ray, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening allowed for 1 week.
-No state recommended salary schedule for center staff.
-Minimum age requirements for center staff: directors and lead teachers - 18; aides - 16; volunteers - 14.
-Written references required.

-First aid is a separate preservice and/or in-service training requirement.
-Requirements for temporary substitutes are in regulations.

Complaint Procedure
-Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.
-Length of time center has to come into compliance depends on violation; 5 days for compliance or plan for compliance.
-Resource and referral agencies are notified when the department intends to close a center by enforcement action; monthly lists of active files are now available to R&R's.
-When complaint is registered against a center, Health Dept. or SRS conduct complaint investigations; reports are sent to DHE; enforcement action is then taken.

Unannounced Inspection Policy
-Yes, annually and in complaints; compliance checks are conducted following enforcement action.

Child Documentation and Immunization Policy
-Health forms are required for each enrolled child.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Since forms are required to be acceptable to the hospital that provides emergency treatment, form may have to be notarized; it depends on that hospital's requirement.

Infant Care Programs
-Regulations for centers and preschools are basically the same - with special sections for preschools, special needs programs, full-day centers, infant and toddler care, school age programs, and intergenerational programs.

School Age Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Karen Juola, Department of Social and Rehabilitation Services: (931) 296-6772.

Transportation
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect

-Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Local Contact

-No information available.

Pending Legislation

-If schools operate child care programs, they are requested to be licensed under pending legislation.

** Unverified

KENTUCKY

Information
Supplied by: Bess Howard, M.S.W.
Program Specialist
CHR-DL&R, CHR Bldg., 4-E
275 East Main St.
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number and Definition of Regulated Programs

-There are 1,638 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Regulations and Requirements

-License required for care of 7 or more children unrelated to provider; preapproval inspection required.
-Licenses are renewed annually; $80 initial licensure fee for Type I Centers; $40 initial licensure fee for Type II Centers; $40 renewal fee for both types; money goes to state general fund.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - N/A; indoor space used in lieu of outdoor play area is 60 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; school age - 1:15; mixed age groups - 1:10.
-Fire safety and building code inspection required annually.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-6 hours annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test; chest x-ray required if appropriate (per physician); medical examination, AIDS test, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.
-3 non-relative written references required.
-One person on duty at all times certified in CPR and first aid.
-Temporary substitutes must meet same requirements as staff.

Complaint Procedure

-No policies that require immediate closing of a center.
-Length of time center has to come into compliance depends on severity of cited deficiency.

-Resource and referral agencies not notified when center is closed.
-All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Unannounced Inspection Policy
-Annual relicensure inspections are unannounced and complaint investigations.

Child Documentation and Immunization Policy
-Medical and immunization records are required each enrolled child.
-All enrolled children are required to be immunized.

Discipline Policy
-Physical punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-A section of the regulations addresses infant/toddler care.

School Age Care Programs
-A section of the regulations addresses before/after school care.

Special Needs Care Programs
-No separate regulations for caring for special needs children, but regulations require that the individual needs of each child must be met; mainstreaming of special needs children is not required.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Lydia Roberts, Branch Manager, Child Care Services Branch, Dept. for Social Services, 5th Floor West, CHR Bldg., 275 E. Main St., Frankfort, KY: (502) 564-2524.

Transportation Policy
-A section of the regulations addresses transportation of children.

National LIfe Safety Fire Code
-Has been adopted and enforced by the state fire marshall's office.

Child Abuse and Neglect
-Call (502) 564-2800.

Local Contact
-4 regional offices exist.

Pending Legislation
-S.B. 211 - legislation wnent into effect on July 15, 1992, which changed the licensing to begin at the care of seven children and established a mandatory certification of family day care homes caring for 4-6 children, certified by CCSR-DSS (above).
-Day care state licensing regulations are currently in revision.

LOUISIANA ++

Information
Supplied by: Steve Phillips, Director
Quality Assurance
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (504) 342-4137
FAX: (504) 922-0014

Definition and Number of Regulations Programs

-There are 1,870 Class A and B licensed day care centers
-Definition information unavailable.

Regulations and Requirements

-License required; preapproval inspection required.
-License renewed annually; $25 application fee; additional as follows: $25 for 15 or fewer children; $100 for 16-50; $175 for 51-100; $250 for 101 or more; church owned and operated centers are exempt.
-Class A centers can receive state and federal funding and must participate in CACFP; Class B cannot receive state and federal funding.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0-1 years - 1:6; 1-2 years - 1:8; 2-3 years - 1:12; 3-4 years - 1:14; 4-5 years - 1:16; 5-6 years - 1:20; school age - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present [ratios apply for centers of 11 or more children].
-Fire safety and public health inspections required initially and annually; building code inspection initially.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-A combination of preservice education/experience required for center directors; none required for other staff.
-All staff required to participate in initial 3 hour orientation; approved in-service training required quarterly.
-No special training required for infant care, special needs care, sick child care, or drop-in care.
-Fingerprinting required for criminal background and child abuse check; medical examination with either TB skin test or chest x-ray required initially and every three years thereafter; no AIDS or alcohol test required.
-Conditional hiring not allowed.
-No state recommended salary schedule for staff.
-Minimum age requirements: 21 years for director; 18 years for all other staff except 16/17 for aides when under the direct supervision of another qualified adult staff.
-Written references required.

-All staff must be current in first aid and CPR; new employees have 90 days to comply.
-Requirements for substitutes same as full time staff.

Complaint Procedure
-No policy regarding immediate closing of a day care center; but all children can be removed if violation exists which places the health and well being of the child in imminent danger.
-Other violations required a warning; if violations are present during an inspection, license is temporarily revoked and center must have written plan for coming into compliance within 10 days.
-Resource and referral agencies not notified of center closings.
-When a complaint is registered against a center, or if license is denied or revoked, center must send written request for hearing to secretary of the department within 30 days after receipt of notification; hearing must be within 30 days thereafter; written decision within 90 days.

Unannounced Inspection Policy
-No information available.

Child Documentation and Immunization Policy
-Child Information Form must be completed with medical and health record showing inoculation; transportation permission slip with third party pick up permission information on it.
-Immunization information unavailable.

Discipline Policy
-Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class B centers.

Emergency Medical Consent Policy
-No information available.

Infant Care Programs
-No separate regulations.

School Age Programs
-No separate regulations.

Special Needs Care Programs
-No separate regulations; mainstreaming encouraged.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available only in Class A centers; Dept. of SS, Licensing Section, P. O. Box 3078; Baton Rouge, LA 70821 (504) 342-4571.

Transportation Policy
-Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Local Child Protection Agency or (504) 342-4571

Local Contact
-In each parish.

Pending Legislation
-None.

++1991Information

MAINE

Information
Supplied by: James Chaplin, Director
Division of Child Care and Licensing
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 289-5060

Number and Definition of Regulated Programs

-There are 340 licensed centers.
-Nursery/preschools licensed separately.
-Number includes religiously affiliated centers.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; $10 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; school age - 1:10; mixed age groups - determined by age of youngest child in group.
-Separate inspection required annually by Fire Department; building code inspection required if municipality requires it.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs within centers must have certified teachers; assistant teachers, teacher aides, or the dietician and kitchen staff--no requirements.
-Annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Staff prescreening required for criminal background check, child abuse clearance and fingerprinting; Not required: TB skin test, and medical exam, chest x-ray, AIDS, drug and/or alcohol tests.
-Conditional hiring prior to results of prescreening is allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
-3 written references required for director.
-A staff member with CPR/first aid training nust be present.
-The licensed facility is responsible for the actions of substitutes in the same way that it is for other staff.

Complaint Procedure

-No specific policies that require immediate closing of a center; decided case-by-case basis or court-ordered emergency suspension.

-Warning only cases are decided on a case-by-case basis.
-Center compliance time depends on the compliance issue.
-Resource and referral agencies notified if a center is closed.
-Complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities.

Unannounced Inspection Policy
-All visits unannounced, with some exceptions.

Child Documentation and Immunization Policy
-The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate section in regulations for centers which service infants.

School Age Care Programs
-Separate rules related to activities for before and after school programs exist.

Special Needs Care Programs
-Center must offer appropriately trained staff for the child.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Office of Child Care Coordination: (207) 287-5060.

Transportation Policy
-Rules related to centers operating their own vehicles.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Contact 1-800-452-1999.

Local Contact
-There are regional DHS offices for Social Service delivery; day care licensing is administered from central administrative office.

Pending Legislation
-Legislation pending of unknown content at this time.

MARYLAND

Information
Supplied by: Percilla J. Lynch
Assistant Director of Licensing
Department of Human Resources
Child Care Administration
2701 N. Charles Street
Baltimore, Maryland 21218
PHONE: (410) 554-0413
FAX: (410) 554-0448

Number and Definition of Regulated Programs

-There are 1,607 licensed centers, which includes nursery schools, prekindergartens, and religiously affiliated centers.
-Nursery schools and prekindergaratens receive certificates from the State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201 stating approval for educational programs and receive licenses from the Child Care Administration.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/75, 30 sq. ft.; no outdoor.
-Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
-Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
-General liability and professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.
-6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
-Special training required for infants and toddlers (3 semester hours); no special training required for special needs care, sick child care, or drop in care.
-Child abuse clearances required for director, resident, board members; FBI fingerprinting required for all once; criminal background check required each time employee changes employment; medical examination required within six months of employment and only once if no gap in employment; TB skin test and chest X-ray required only if indicated; AIDS, drug and/or alcohol test are not required.
-Conditional hiring is not allowed prior to results of prescreening.
-No state recommended salary schedule for center staff.
-Minimum age for director is 21; group leaders and senior staff is

20; aides and substitute aides is 16; other substitutes is 18.
-Written references not required.
-Center must have at least one staff person on duty at all times with current CPR and first aid training certificate, including on field trips.
-Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with regulations pertaining to criminal background investigations.

Complaint Procedure
-No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require that operations cease within 72 hours of receiving the notice.
-Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.
-Provisional licenses may be issued for up to 6 months.
-Resource and referral agencies are notified in writing immediately when a center is closed.
-All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.

Unannounced Inspection Policy
-Unannounced inspections occur with complaint investigations and new licensing monitoring, as needed.

Child Documentation and Immunization Policy
-Center must have on file on every child: emergency medical permission, written health report, record of immunizations, daily attendance.
-Center must have on file for special needs child: instructions for care in an emergency, medication, special nutritional needs and feeding procedures, and special medical and non-medical treatments or procedures; also must have a plan for child's care.
-Center must have on file for infants and toddlers: schedule for feeding, including amounts and kinds of foods arranged in consultation with parents and recommendations from physician.
-Enrolled children required to be immunized at admission and is a retention requirement.

Discipline Policy
-No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate section in the regulations dealing with infants.

School Age Care Programs
-No separate regulations.

Special Needs Care Policy

-No separate regulations; mainstreaming not required; prior approval of special education plan required; care plan must include population to be served, admissions criteria, prcedures for special care plan for each child, cut off information.

Sick Child Care Programs

-No separate regulations; prior approval of a special care plan is required.

Subsidized Child Care Programs

-Is available; contact Linda Zang, Child Care Administration, 2701 N. Charles Street, Baltimore, MD 21218: (440) 554-0445.

Transportation Policy

-Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the Dept. of Transportation.

National Life Safety Fire Code

-Has been adopted; required fire control equipment and fire escapes in care of fire and other emergency.

Child Abuse and Neglect

-Call 1-800-332-6347 or Protective Services (410) 333-0226; or call local DSS offices between 8:30 AM - 4:30 PM.

Local Contact

-The Child Care Administration has 12 regional and 3 field offices.

Pending Legislation

-The Joint Committee on Administrative Executive and Legislative Review (AELR) has granted an extension of the emergency status of repeal of Regulation .01-.81 under COMAR 10.05.01 Group Day Care Centers.

MASSACHUSETTS

Information
Supplied by: Frances Barrett, Director
Group Day Care Licensing
Office for Children
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 727-8900
FAX: (617) 727-0528

Number and Definition of Regulated Programs

-There are 2,078 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number; some private educational systems provide exempt care by statutory definition; these exempted centers are regulated through their local school departments.

Regulations and Requirements

-License required; preapproval inspection required.
-Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
-License fees: for 2 year license: capacity of 1-39 - $200, capacity of 40+ - $300; for 6 month license: capacity of 1-39 - $150, capacity of 40+ - $250; capacity change - $50; limited school age license - $50; fees constitute retained revenue.
-Space requirements per child: indoor - 35 sq. ft. per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is OK to rotate groups of children through the space.
-Staff/child ratios: infants - 1:3 and 2:4-7; toddlers - 1:4 and 2:5-9; preschool 1:10 (full day center), 1:12 (half day center); school age - 1:13; mixed age groups: infants up to 2 yrs./9 mos. - 1:5; 2 yrs./9 mos. to 7 yrs. - 1:10.
-Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test and fire safety inspection required in some communities.
-No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or training required for center directors and teachers; no requirements for assistant teachers, teacher aides, or the dietician or kitchen staff.
-20 hours annual in-service training required for center staff.
-Special training required for infant care; some specialized training for children with disabilities, or for sick child care (but center must have a health care consultant).
-Center staff required to be prescreened by criminal background check if they have unmonitored contact with children (5 minutes out of sight or hearing); TB skin test and chest x-ray required once (unless person has symptoms); medical examination is required

every 3 years; fingerprinting, child abuse clearance, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for teacher level and above is 21 without a high school diploma; minimum age for teacher aide is 16.
-Center administrator must document telephone reference checks.
-First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators and one CPR trained person on the premises when children are present; all certifications must be kept current.
-If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Complaint Procedure
-Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.
-Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through hearing process.
-Unless immediate compliance is necessary, the center and the licensor reach a reasonable time frame for compliance.
-Resource and referral agencies are notified if a center is closed.
-Complaints registered against centers are written on specific form and assigned for follow-up.

Unannounced Inspection Policy
-New centers receive at least one unannounced visit during the first six months of operation; most complaints are investigated through unannounced visits.
-Centers also receive as many health and safety visits unannounced as possible, depending upon the licensure staff.

Child Documentation and Immunization Policy
-Specific state guidelines for child enrollment exist.
-Enrolled children are required to be immunized; periodicity schedule developed by MA Dept. of Health in conjunction with CDC.

Discipline Policy
-Center must have a written policy posted and provided to parents and to staff.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Specific differences within general regulations for infant age category.

School Age Care Programs
-A separate set of regulations exist for before and after school programs.

Special Needs Care Programs
-Regulations updated in March, 1992, incorporated standards for care of children with disabilities and compliance with the Americans with Disabilities Act (ADA) of 1990.

Sick Child Care Programs
-Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.

Subsidized Child Care Programs
-Is available in form of both contracts and vouchers; contact Department of Social Services: (617) 727-0900.

Transportation Policy
-Regulations concerning the transportation of children include a written plan and vehicle and driver requirements.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Department of Social Services has numerous offices throughout the state; main phone number is (617) 727-0900.

Local Contact
-5 regional offices plus central office.

Pending Legislation
-Legislation recently passed which eliminates zoning restrictions for siting of centers.

MICHIGAN **

Information
Supplied by: Ted de Wolf, Director
DSS, Bureau of Regulatory Services
Division of Child Day Care Licensing
235 South Grand Ave.
P.O. Box 30037
Lansing, MI 48909
PHONE: (517) 373-8300

Number and Definition of Regulated Programs

-There are 3,912 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs are included in this number; exception if parents are immediately available, licensing not required.

Regulations and Requirements

-License required for private sector programs, approval required for governmental programs; preapproval inspection required.
-Licenses are renewed every 2 years; license fee required.
-Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
-Staff/child ratios: infants - 1:4; 2 1/2 to 3 years old - 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (not including infants) - 1:10.
-Fire safety inspection required by the Fire Maintenance Check List initially, at renewal, and if renovating.
-No general liability or professional insurance required.

Prescreening, Training, and Staff Qualifications

-All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours) with 12 hours in child development, child psychology, or early childhood education.
-Annual in-service training not required.
-No special training for infant care, special needs care, sick child care, or drop in care.
-Center director required to be prescreened by child abuse clearance; TB clearance and medical examination required for all staff; fingerprinting, AIDS, drug and alcohol tests not required.
-Conditional hiring for directors prior to results of prescreening is generally not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.
-Centers are required to screen center staff for suitability.
-CPR/first aid not a separate training requirement.
-No policies regarding the requirements for temporary substitutes.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Non life-threatening violations require only a warning, with the expectation of compliance.
-Center has up to two years with provisional license if moving towards compliance.
-Resource and referral agencies are notified when a center is closed through a copy of licensing print out containing names etc.
-When complaints are registered against a center, agency responds in person or by phone call to sort out complaint and determine seriousness; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Unannounced Inspection Policy
-Unannounced visits may occur as part of a complaint investigation or during follow up to previously cited noncompliance when areas of concern include staff ratios, numbers of children, etc.

Child Documentation and Immunization Policy
-Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record.
-Only exception to immunization requirement for religious beliefs.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Additional regulations for centers which service infants exist.

School Age Care Programs
-Additional regulations for before and after school programs exist.

Special Needs Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations for caring for sick children, but anticipate future rules.

Subsidized Child Care Programs
-Is available; contact Day Care Services, (517) 373-0356.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-In offices where staff are located or call central office and will be referred: (517) 373-8300.

Local Contact
-Staff is housed in various counties.

Pending Legislation
-None.

**Unverified

MINNESOTA

Information
Supplied by: Nancy McKay, Acting Lic. Superv.
DHS, Division of Licensing
444 Lafayette Rd.
St. Paul, MN 55155
PHONE: (612) 296-3971
FAX: (612) 296-3299

Number and Definition of Regulated Programs

- There are 1,400 licensed centers.
- Nursery/preschools are not licensed separately.
- Number of licensed centers includes nursery schools, prekindergartens and religiously affiliated centers.

Regulations and Requirements

- License required; preapproval inspection required.
- Full day program licenses renewed annually; 1/2 day program licenses renewed every 2 years; base fee for licensing plus amount per child for licensed capacity: $27 plus $3; money goes into the state's general fund.
- Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
- Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; school age - 1:15; mixed age groups - ratio for youngest child present.
- Separate inspections required initially by Fire and Health Departments and Building code.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
- 2% of hours employed required for participation in annual in-service training.
- No special training for infant care, special needs care, sick child care, or drop in care.
- Criminal background check and child abuse clearance required for center staff at initial employment and annually at center's relicensing; fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, and drug and alcohols tests are not required.
- Conditional hiring is allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16.
- Written references are not required.
- Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.

Complaint Procedure
-Various options for negative action are available.
-Nature of complaint determines how long center has to come into compliance.
-Complaints registered against day care centers are investigated, correction action is ordered, and center is reinspected.

Unannounced Inspection Policy
-Unannounced monitoring visits occur for annual licensing review, complaint investigations and drop-in/reinspections.

Child Documentation Policy
-Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information, etc.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Additional requirements appropriate infants served.

School Age Care Programs
-Additional requirements appropriate to school age children served.

Special Needs Care Programs
-Additional requirements appropriate to ages of children served.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact the Department of Human Services, Children Services Section, (612) 296-3800.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-May report to each county's child protection Director; local police; or DHS, Licensing Investigative Unit - (612) 296-3971.

Local Contact
-3 of the 10 licensors live outside metro area and office out of their homes.

Pending Legislation
-None.

MISSISSIPPI

Information
Supplied by: Diane Herring, Director
Dept./Health, Division/Child Care
P.O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 960-7613
FAX: (601) 960-7948

Number and Definition of Regulated Programs

-There are 1,661 licensed centers.
-Half-day programs and religiously affiliated centers are included in the number; totals are not complete as some half day programs are still being identified.
-Half-day programs are exempt from certain regulations.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license fee ranges from $30 - $200; fees are used for program administration.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0 to 11 months - 1:3-5; 1 year olds - 1:7-9; 2 year olds - 1:10-12; 3 year olds - 1:12-14; 4 year olds - 1:14-16; 5 year olds and up - 1:14-20; mixed age groups - ratio required for youngest child in group.
-Fire safety survey required annually; food service inspection required 2 times a year; building code inspection required only in municipalities with building codes.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and experience required for center director, lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff.
-15 hours in-service training required.
-Director must complete needs assessment and set priorities for infant, special needs, sick child, and drop in care.
-Staff required to be prescreened by child abuse clearance and criminal background check; fingerprinting not required; center policy sets requirements for TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests.
-No state recommended salary schedule for center staff.
-Minimum age requirements: director - 21; caregiver - 18; caregiver assistant - 16.
-Centers are recommended to require written references.
-CPR/first aid is a separate preservice and/or in-service training requirement.
-Substitues must meet qualifications for the position.

Complaint Procedure

-Policies that require immediate closing of a center exist.

-Severity of violation sets limits for length of time center has to come into compliance.
-Resource and referral agencies are notified if a center is closed.
-Complaints registered against a center are responded to.

Unannounced Inspection Policy
-Unannounced inspections take place in complaint investigations and as needed if facility has conditional/probational license.

Child Documentation and Immunization Policy
-No specific state guidelines for child enrollment.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notartized.

Infant Care Programs
-No special regulations.

School Age Care Programs
-New regulations for before/after school programs approved 7/92.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist; mainstreaming of special needs children is recommended.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services: (601) 354-0341.

Transportation
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has adopted sections addressing child care/educational occupancy - mainly prohibit second floor occupancy, etc.

Child Abuse and Neglect
-Call 1-800-227-8000.

Local Contact
-Contact county health departments, public health environmentalist.

Pending Legislation
-None.

MONTANA

Information
Supplied by: Becky Fleming
Day Care Specialist
Department of Family Services
P.O. Box 8005
Helena, MT 59604
PHONE: (406) 444-5900
FAX: (406) 444-5956

Number and Definition of Regulated Programs

-There are 174 licensed centers.
-Persons or organizations providing care must be licensed.
-Nursery schools and prekindergartens are not licensed.
-Religiously affiliated centers, if providing "day care" as defined in the state code, must be licensed.

Regulations and Requirements

-License required; preapproval inspection required.
-No license fee and licensed are renewed annually.
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool - 1:10; school age 1-14.
-Separate inspections required annually by the Fire and Health Departments.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Center director, lead/head teachers, and assistant teachers required to be at least 18 years old, and to have 2 years experience or BA in education or related field plus CPR; teacher aides required to be at least 16 years old, and have 8 hours OJT; no requirements for dietician and kitchen staff.
-Annual in-service training not required.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Center staff required to be prescreened by child abuse clearance and TB skin test; fingerprinting, criminal background check, chest x-ray, medical examination, and AIDS test are not required; drug and alcohol test can be requested if there is any question.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver.
-Written or verbal references are required.
-CPR/multimedia first aid is separate training requirement.
-No policy regarding the use of temporary substitutes.

Complaint Procedure

-Policies exist that require immediate closing of a center, if the children are in immediate danger.

-Center has 30 days to come into compliance.
-Resource and referral agencies notified if a center is closed; list of licensed/registered providers are shared frequently.
-Complaints are investigated as staffing permits.

Unannounced Inspection Policy
-Centers are visited twice a year with one visit unannounced, as staffing permits.

Child Documentation and Immunization Policy
-Enrollment forms are used; all children required to be immunized.

Discipline Policy
-No use of spanking or other forms of corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Infant Care Programs
-Additional requirements exist for centers which service infants.

School Age Care Programs
-No special regulations.

Special Needs Care Programs
-No special regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Available through JOBS Transitional Care, Block Grant Sliding Fee Scale, and At-Risk Day Care in pilot sites; contact Department of Family Services: (406) 444-5900; or Social and Rehabilitative Services: (406) 444-4545.

Transportation Policy
-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened when in motion.

National Life Safety Fire Code
-State has not adopted code.

Child Abuse and Neglect
-Contact local Department of Family Services office.

Local Contact
-Licensing staff located in district offices throughout the state.

Pending Legislation
-Changing the definition of educational facility to only provide program for children 3 and older.
-Including in definition of day care facility, Get Well Care/Sick Child Care and In-Home (Registered) Child Care (means care provided in the child's home, for only that family if 3-6 children are in family).

MISSOURI

Information
Supplied by: Mary Moberly, Supervisor
Licensing Unit
Division of Family Services
P.O. Box 88
Jefferson City, MO 65103
PHONE: (314) 751-2678

Number and Definition of Regulated Programs

-There are 3,600 licensed centers.
-Number of licensed centers does not include nursery schools, prekindergartens or religious affiliated centers.

Regulations and Requirements

-License required (for people caring for more than 4 unrelated children); preapproval inspection required.
-No license fee and licenses are renewed every 2 years.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool 1:10; school age - 1:16.
-Separate inspections required every 2 years by the Fire Dept.
-No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience requirements for center directors: 60 hrs college (including 12 hrs child related - may substitute 2 years experience for 48 hours general college.
-12 hrs annual in-service training required for center staff.
-No special training for infant care, special needs care, sick child care, or drop in care.
-Prescreening by child abuse clearance is required for director; TB skin test, and a medical exam is required for all center staff; fingerprinting, criminal background check, chest x-ray, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center staff is 18.
-No written references required.
-CPR/first aid is not a separate training requirement.
-No policy regarding the requirements for substitutes.

Complaint Procedure

-No policies that require immediate closing of a center, but do have suspended licenses for suspected child abuse.
-No policies that require only a warning.
-Length of time that center has to come into compliance determined by individual case-by-case basis.
-In the process of developing a policy for notifying resource and referral agencies when a center is closed.

-Complaints registered against a center are investigated with 7 - 30 days depending on seriousness.

Unannounced Inspection Policy
-Routinely once a year; more often if there are complaints or required by corrective action plan.

Child Documentation and Immunization Policy
-Medical and special plans state guidelines for child enrollment.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized.

Infant Care Programs
-Additional regulations for infant care.

School Age Care Programs
-Presently no separate regulations for before and after school programs, but are being planned to develop.

Special Needs Care Programs
-Center must have a specialized plan on file; mainstreaming of special needs children is not required.

Sick Child Care Programs
-Guidelines exist, but are not promulgated.

Subsidized Child Care Programs
-Is available; contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103; Greg Vadnen (314) 751-3124.

Transportation Policy
-No special regulations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact 1-800-392-3738.

Local Contact
-Division of Family Services.

Pending Legislation
-None.

NEBRASKA

Information
Supplied by: Pat Urzedowski, Asst. Administrator
Child Care and Development
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

Number and Definition of Regulated Programs

-There are 552 licensed centers, which includes prekindergartens and religiously affiliated centers, but not nursery schools.
-Preschools are regulated separately, but if a preschool program is offered in addition to caring for children, the program is licensed as a center.
-Centers are defined as 13 or more children.

Regulations and Requirements

-License required if you care for 4 or more children at any one time; preapproval inspection required by Dept. of Social Services, Fire Marshall and State Health Dept.
-License is for 2 years; fee is $25 for less than 30 children and $50 for 30 or more children; fees go to the general fund.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years) - 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups - center wide ratio count.
-Separate inspections required every 2 years by Health and Fire Departments.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience is required for day care center directors, lead/head teachers, assistant teachers, and teacher aids. Not required for the dietician and kitchen staff.
-Twelve clock hours in-service training is required annually.
-No special training is required for infant care, special needs care, sick child care or drop-in care (pending revision of the regulation).
-Prescreening tests required at the time of hiring: child abuse clearance, medical exam and voluntary criminal background disclosure statement; fingerprinting, TB skin test, chest x-ray, AIDS, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.
Center director and teachers must be at least 19 years old; other support staff - 16 years old.
-Three written non-relative references are required for the licensee; 2 for teachers and assistant teachers.
-CPR and first aid are separate preservice and/or inservice

training requirements; one person with CPR and first aid must be present at all times.
-No policy regarding the requirements for the use of substitutes.

Complaint Procedure
-Policy for an immediate closing of a day care center called "Emergency Orders" for situations which pose immediate threat.
-All other regulation violations require recompliance within 30 days or shorter.
-Child Care Assistance is notified if a center is closed if that center is contracted with them; resource and referral agencies are notified as well as Child and Adult Care Food Program.
-Response within 3 days for complaints against licensed centers; 7 days for unlicensed ones.

Unannounced Inspection Policy
-Unannounced inspections occur at mid-term in licensing period, at renewal and when complaints are registered.

Child Documentation and Immunzation Policy
-No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.
-Children are not all required to be immunized; requirements regulated by the State Health Dept.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written form required, but does not have to be notarized.

Infant Care Programs
-Additional requirements within the day care center regulations.

School Age Care Programs
-No special regulations.

Special Needs Care Programs
-No special regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Subsidized child care available at local and district offices.

Transportation Policy
-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect

-Call 1-800-652-1999 to report suspected cases of child abuse or neglect.

Local Contact

-The local contact offices are the delegated authorities for fire marshall and health departments.

Pending Legislation

-None.

NEVADA **

Information
Supplied by: Patricia J. Hedgecoth
Chief of Licensing
Bureau of Services for Child Care
505 E. King St., Suite 101
Carson City, NV 89710
PHONE: (702) 687-5911

Number and Definition of Regulated Programs

-There are 296 licensed centers.
-Number of regulated programs includes nursery schools, pre-kindergartens and religiously affiliated centers.

Regulations and Requirements

-License required; preapproval inspection is required.
-Licenses are renewed annually; license fee for 13-50 children is $100; for 51-100 children - $150; for 101-150 children - $200; for 151-200 children - $250; for more than 200 children - $300.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
-Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.
-Fire safety, building code, and sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
-3 hours annual in-service training required for center staff.
-Director is required to have special training in infant care; special needs care training is required; sick child care training requirements is proposed.
-Fingerprinting and criminal background check is required every 6 years for center staff; child abuse clearance is required annually; TB skin test is required every 2 years; chest x-ray is required if needed; medical examination, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring is allowed for center staff excluding the director.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-3 written references required for director; written references not required for the rest of center staff.
-First aid is a separate preservice/in-service requirement.
-Background checks, first aid and TB screening required for temporary substitutes.

Complaint Procedure
-No policies that require immediate closing of a center.
-Some policies require only a warning, dependent of complaint.
-Length of time center has to come into compliance depends on complaint.
-Resource and referral agencies notified in writing if center is closed.
-Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Unannounced Inspection Policy
-Biannual unannounced inspections.

Child Documentation and Immunization Policy
-Center must maintain record for each child enrolled.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-No special regulations.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist.

Sick Child Care Programs
-Proposed.

Subsidized Child Care Programs
-Is available; contact Welfare Division (702) 687-4760.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-992-5757.

Local Contact
-Las Vegas.

Pending Legislation
-None.

** Unverified

NEW HAMPSHIRE

Information
Supplied by: Robert Letellier, Chief
BCC Standards and Licensing
6 Hazen Drive
Concord, NH 03301
PHONE: (603) 271-4523
FAX: (603) 271-3745

Number and Definition of Regulated Programs

-There are 686 licensed centers.
-This number includes nursery schools, prekindergartens and religiously affiliated centers.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 3 years; no licensing fee.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.; for 1/3 of the Agency's licensed capacity; the number of children using the play area at one time does not exceed the number square footage for at the rate of 50 sq. ft. per child.
-Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio of average age of group.
-Fire safety and building code inspection required once every 3 years; licensing or monitoring inspection required annually.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Center directors required to have an Associates Degree; lead/head teachers required to have 12 college credits; assistant teachers required to have 6 college credits; no requirements for teacher aides or dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Center staff required to be prescreened by child abuse clearance, criminal background check, TB skin test, and medical examination; not required are fingerprinting, AIDS, drug and alcohol tests.
-Conditional hiring allowed for 60 days.
-No state recommended salary schedule for center staff.
-Minimum age requirement for child care workers is 18; aides must be at least 16; no age limitation for teachers and directors.
-Written references are only required for center staff when there is a questionable background.
-Must have at least one person on the premises during operating hours trained in CPR for infants and children and First Aid.
-A temporary substitute who does not meet the education/experience requirements for the position may not work more than 30 consecutive days.

Complaint Procedure
-Laws that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on the violation.
-Parents and resource and referral agencies are informed on the day the center or home is closed by letter.
-Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within 1 week; licensed agencies investigation must be completed within 30 days.

Unannounced Inspection Policy
-Most receive one unannounced monitoring visit in 3 years.
-Unannounced visits are made when investigating complaints.

Child Documentation and Immunization Policy
-No specific state guidelines for child enrollment; however, no child may be enrolled who is under 6 weeks old.
-Enrolled children are required to be immunized on the first day of attendence; some exemptions are allowed.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-Center required to have on going consultation with parents, physician or other professionals.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact Division of Human Services at (603) 271-4381 or Division of Children Youth Services at (603) 271-4248.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has adopted.

Child Abuse and Neglect
-No information provided.

Local Contact

-No local contact offices; licensing is centralized.
-Call - (603) 271-4624.

Pending Legislation

-HB 697 eliminates zoning restrictions only for family day care homes in residential or rural zones.

NEW JERSEY

Information
Supplied by: Richard Crane, Acting Chief
DYFS - Bureau of Licensing
CN 717
Trenton, NJ 08625
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number and Definition of Regulated Programs

-There are 2,250 licensed centers.
-Center is defined as 6 or more children under 13 years of age who attend for less than 24 hours a day.
-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; however, certain religiously affiliated centers are "grandfathered" and permitted to receive a Certificate of Life/Safety Approval instead of a license.

Regulations and Requirements

-License required; preapproval inspection required.
-License is renewed every 3 years; fee varies by center capacity: 6-15 $100; 16-30 $125; 31-60 $150; 61-100 $175; 101 and up $200; money goes to General State Treasury Fund.
-Space requirements per child: indoor - 35 sq. ft. (new centers), 30 sq. ft. (existing centers); outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.
-Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 to 5 - 1:15; ratios for older children currently being developed.
-Separate inspections required yearly by Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors, group teachers, and lead/head teachers; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.
-While staff are required to have training, there is no requirement for annual in-service training.
-No special training required for infant care, special needs care, or drop in care; sick child care special training required for each new staff member upon beginning work at the center and for all staff members annually.
-Staff required to be prescreened by Mantoux test for TB (or chest x-ray) and medical examination; statement is required regarding whether convicted of a crime; fingerprinting, child abuse clearance, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 14; 14 to 17 year olds must be directly supervised by an adult.
-2 written references (or verbal references documented) required.
-CPR/first aid not required; current requirements only recommend that a person with CPR training be at the center.
-Centers required to have a substitute system.

Complaint Procedure
-Policies exist that require immediate closing of a center; in case of imminent or life threatening hazards - contact local code officials; contact parents, court to get injunction, send DYFS licensing staff to the center to make sure that the center complies with closing.
-Length of time center has to come into compliance depends on nature of infraction.
-Resource and Referral agencies are sent status reports on all centers, some of which will indicate centers that are closed.
-When complaint against a center is registered, written report is sent to centers, follow-ups as necessary.

Unannounced Inspection Policy
-All inspections are unannounced, including initial, renewal, complaint and follow-up.

Child Documentation and Immunization Policy
-Specific guidelines for child enrollment include staffing requirements and toilet/sink requirements. Also, a child must meet certain health requirements.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-More stringent staff/child ratios and sanitation procedures exist.

School Age Care Programs
-Regulations are being developed by the Division of Youth and Family Services in consultation with a Citizens Ad Hoc Advisory Committee.

Special Needs Care Programs
-More stringent ratios exist for ambulatory and non-ambulatory special needs children.

Sick Child Care Programs
-Detailed requirements for programs for caring for sick children, whether the program services sick children exclusively or serves sick children as a component of a regular program.

Subsidized Child Care Programs
-Is available; contact Division of Youth and Family Services: (609) 292-8408.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact 24 hour hotline: 1-800-792-8610. Also, in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Local Contact
-No local contact offices within the state.

Pending Legislation
-Legislation was enacted which becomes effective 3/10/93 to extend licensing to include school age child care programs for the first time.

NEW MEXICO

Information
Supplied by: Stephen M. Borland, Chief
Child Care Licensing Bureau
Children, Youth & Families Dept.
P.O. Drawer 5160
Santa Fe, NM 87502
PHONE: (505) 827-7687
FAX: (505) 827-9978

Number and Definition of Regulated Programs

-There are 470 licensed centers, which includes nursery schools, prekindergartens and regliously affiliated centers.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; fee is $55.00; fees goes into State General Fund.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft., 20% of the licensed capacity.
-Staff/child ratios: infants - 1:6; toddlers - 1:6; preschool - 1.12; school age - 1:15; mixed age groups - same.
-Initial building code inspection required; separate inspections required annually by Sanitation and Fire Departments.
-No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education is required for day care center directors. It is not required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
-24 hours in-service training is required annually.
-Special training required for special needs care and sick child care; no special training required for infant or drop-in care.
-Prescreening tests required at the time of hiring: fingerprinting, child abuse clearance, criminal background check, and TB skin test; chest x-ray required if necessary; medical examination, AIDS test, drug and alcohol test are not required.
-Conditional hiring is allowed prior to results of prescreening; no fixed time per FBI clearance.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-Three written references are required from previous employers.
-CPR/first aid is required in addition to training hours.
-Temporary substitutes must meet same requirements as staff.

Complaint Procedure

-Immediate closing of a center results in license suspension without prior hearing.
-The seriousness of problem determines whether or not it only requires a warning; length of time that center has to come into compliance determined by the seriousness of deficiency.
-Resource and referral agencies notified when a center is closed.

-Local offices respond within time limits from a protocol when a complaint is registered against a day care center.

-Unannounced Inspection Policy
-All receive unannounced monitoring visits except for the initial pre-opening survey.

Child Documentation and Immunization Policy
-Specific state guidelines for child enrollment exist.
-Enrolled children required to be immunized by NM Dept. of Health.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants are incorporated into general regulations.

School Age Care Programs
-No special regulations.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist; mainstreaming of special needs children is not required.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Social Services Division, P.O. Drawer 5160, Santa Fe, NM 87502; (505) 827-8400.

Transportation Policy
-Transportation of children regulations cover basic safety, seatbelts.

National Life Safety Fire Code
-Has been adopted as it pertains to child day care.

Child Abuse and Neglect
-Call (505) 827-8400.

Local Contact
-Offices located in Santa Fe, Albuquerque, Las Cruces, and Roswell.

Pending Legislation
-None.

NEW YORK ++

Information
Supplied by: Joanne Freidell, Director
Regional Operations
DSS, Bureau of Child Care
40 North Pearl Street
Albany, NY 12243
PHONE: (518) 474-5926
FAX: (518) 474-1842

Number and Definition of Regulated Programs

- There are 3,737 licensed day care centers.
- Number includes nursery/preschools.
- Not information available about inclusion of prekindergartens and religiously affiliated centers.

Regulations and Requirements

- License required; preapproval inspection required.
- Licenses are renewed every 2 years; no license fee.
- Space requirements per child: indoor - 35 sq. ft. (50 sq. ft. for children in cribs); outdoor - none.
- Staff/child ratios: 8 weeks to 1 1/2 years - 1:4; 1 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years to 10 years - 1:10; 10 years to 14 years - 1:15.
- Fire safety inspection required annually; building code required initially and with change or usage or expansion; health inspection required initially and upon renewal where required; zoning inspection required at initial licensure; fire detection system and heating inspection required at initial licensure and renewal.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff.
- Annual in-service training required for center staff.
- Lead caregiver required to have special training for infant care; special training for special needs care required; no special training required for sick child care or drop in care.
- Staff required to be prescreened by child abuse clearance, TB skin test (or chest x-ray), and medical examination; attestment by the applicant required for criminal background check; fingerprinting, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- 3 written personal and 3 written employment references required.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- Temporary substitutes must meet the regulatory requirements for the position filled.

Complaint Procedure
-Policies that require immediate closing of a center (suspension).
-All violations require a notice.
-Length of time center has to come into compliance depends on seriousness of violation, from immediately to 30 days.
-Resource and referral agencies notified when a center is closed.
-Response process for complaints registered against a center: depending of the nature of the complaint, it is investigated within 24 hours or within 15 days.

Unannounced Inspection Policy
-No information available.

Child Documentation and Immunization Policy
-Specific state guidelines for child enrollment exist.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Special provisions for children under three years of age exist.

School Age Programs
-Separate regulations for before and after school exist.

Special Needs Care Programs
-No separate regulations for caring for special needs children, but provision must be made to address the child's individual needs.

Sick Child Care Programs
-No separate regulations for caring for sick children; regulations only draft guidelines.

Subsidized Child Care Programs
-Is available; contact Anne Ball, 40 North Pearl Street, Bureau of Child Care, Section 11-B, Albany, NY 12243: (518) 474-9454.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Information not available.

Child Abuse and Neglect
-Call 1-800-342-3720.

Local Contact
-6 regional offices which license and regulate day care centers.

Pending Legislation
-None.

++ 1991 Information

NORTH CAROLINA

Information
Supplied by: Nancy M. Sampson, Chief
Child Day Care Section
Division of Facility Services
701 Barbour Drive
Raleigh, NC 27603
PHONE: (919) 733-4801
FAX: (919) 733-2757

Number and Definition of Regulated Programs

- There are 3,353 licensed day care centers.
- If a nursery school, prekindergarten or regligiously affiliated center meet the definition of day care and is required to be licensed, it is included in the number.

Regulations and Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; no license fee; the State Department of Revenue collects a privilege license tax based on licensed capacity.
- Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.
- Staff/child ratios: up to one year old - 1:6; 1 to 2 year olds - 1:7; 2 to 3 year olds - 1:12; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.
- Fire safety inspection required initially and annually thereafter; building code inspection required initially and when major renovations are done; sanitation inspection required initially and annually (effective 1992, 2 inspections per year required).
- No general and professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- Annual in-service training required for center staff; number of hours of training depends on education/experience of staff person.
- No special training for infant care, special needs care, sick child care, and drop in care.
- Center staff required to have either TB skin test or chest x-ray initially and annually thereafter; initial medical examination required and annual health questionnaire must be completed; staff not required to be prescreened by fingerprinting, child abuse clearance, criminal background check, AIDS test, or drug and alcohol test.
- No state recommended salary schedule for center staff.
- Minimum age requirement for operator, director/administrator - 21 years old; minimum age requirement for teacher - 18 years old; minimum age requirement for teacher's aide - 16 years old.
- No written references required for center staff.

-CPR and first aid are required so that there is always at least one person present during operating hours who has child CPR certification and has successfully completed a course in basic first aid in the last 3 years; may be counted as in-service.
-Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher.

Complaint Procedure
-No policies that require immediate closing of a center; summary suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.
-Violations that have been corrected and/or have not occurred previously require only a warning.
-Resource and referral agencies are not notified when a center is closed; auto- mated system is in process of being set up to link this office with R and R's.
-When a complaint is registered against a center, a consultant must investigate within 30 days after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days.

Unannounced Inspection Policy
-At least once per year and whenever a complaint is filed; this is in addition to announced renewal visits.

Child Documentation and Immunization Policy
-No specific state guidelines for child enrollment.
-Enrolled children must be immunized; exemptions for religious beliefs.

Discipline Policy
-Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious beliefs of church/denomination. Center must have written discipline policy.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized for centers, only for family day care homes.

Infant Care Programs
-Separate regulations for centers which provide care to infants, such as nutrition, ratios, activities, staff interactions and equipment.

School Age Programs
-Specific regulations for activities and ratios for school-age children exist.

Special Needs Programs
-The Division of Mental Health, Mental Retardation, and Substance Abuse Services certifies programs for developmentally disabled children; all centers comply with ADA.

Sick Child Care Programs
-Separate regulations for caring for mildly-ill children.

Subsidized Child Care Programs
-Any licensed center may provide subsidized care if selected by parent.

Transportation
-Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Contact Christine Carroll at the Division of Facility Services, Child Day Care Section: (919) 733-4801.

Local Contact
-No local contact offices; consultants work out of their homes.

Pending Legislation
-Proposed lower staff/child ratios for children under 3 years.
-Proposed criminal record checks for all day care staff.

NORTH DAKOTA **

Information
Supplied by: Corinne Shock
Children and Family Services
Department of Human Services
State Capitol Building
Bismarck, ND 58505-0268
PHONE: (701) 224-4809
FAX: (701) 224-2359

Number and Definition of Regulated Programs

-There are 71 licensed centers.
-Religiously affiliated centers are included in this number, but nursery schools and prekindergartens are not.

Regulations and Requirements

-License required; preapproval inspection not required.
-Option for one or two year license; same number of visits occur.
-License fee is used for salaries of licensing staff, fringes, milage, training of licensing staff and providers.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
-Fire safety, Building Code and Health and Sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
-10 hours annual in-service training required.
-No special training for infant, special needs, or sick care.
-Center staff required to be prescreened by child abuse clearance; fingerprinting is optional; criminal background check, TB skin test, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required - self certification form is used.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.
-Child care worker must be at least 14 years of age; parental consent required between 14-16; no person under 18 can be left without adult supervision.
-No written references required.
-Required at all times when children are receiving care--a staff member is on duty who meets current certification requirements in basic CPR.
-Backup staff have background checks for Abuse and Neglect and must be trained to center operations.

Complaint Procedure
-No policies that require immediate closing of center - would depend on the circumstances.
-Center has 20-60 days to come into compliance depending on the violation.
-Resource and referral agencies notified when a center is closed; upon revocation of a license, the information is public.
-Abuse and Neglect reports handled by Protective Services; Rule Violations are handled by licensing staff; on site visits occur.

Unannounced Inspection Policy
-Some monitoring visitis are unannounced.

Child Documentation and Immunization Policy
-Child health forms, child immunization forms, and a child information form are provided by parents to provider.
-Enrolled children are required to be immunized.

Discipline Policy
-Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by caregiver or any other adult in the center.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-Separate regulations for before and after school programs exist; further rules are now being developed.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist.

Subsidized Child Care Programs
-AFDC/Transitional/Protection Service and Crossroad - child care for adolescent parents to continue their education.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call the local county social service office.

Local Contact
-Contact county social services for licensing issues.

Pending Legislation
-None.

** Unverified

OHIO

Information
Supplied by: M. Pauline Hosenfeld, Chief
Child Day Care Licensing Section
Department of Human Services
65 E. State Street, 5th Floor
Columbus, Ohio 43215
PHONE: (614) 466-3822
FAX: (614) 466-0164

Number and Definition of Regulated Programs

-There are 3,117 licensed centers.
-Nursery schools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE.
-Number of licensed centers includes nursery schools, prekindergartens and church affiliated centers.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed every two years; initial fee is $100, renewal fee is $50; goes to state's general treasury fund.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
-Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; school age - 1:18 & 1:20; mixed age - age of youngest child determines the staff ratio of the group.
-Fire safety inspection required annually; building code inspection required once initially; health (food service license) required annually.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
-Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in CD or ECE from a college or university, or a CDA Credential.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, child abuse clearance, TB skin test or chest X-Ray required; medical examination, AIDS test, and drug/alcohol test not required.
-Ohio law does not address conditional hiring in day care.
-Minimum age requirement for working in a center is 18.
-3 written references required from individuals not related to the potential employee.
-First aid training required as a part of the in-service training.
-Substitutes must meet all requirements of staff members.

Complaint Procedure
-No policies that require immediate closing of a day care center.
-No policies that require only a warning; a reasonable period of time given for a center to come into compliance.
-Resource and referral agencies are notified of center closings by staff contact.
-Complaints against a center are prioritized and investigated.

Unannounced Inspection Policy
-At least one of the two mandated monitoring visits must be unannounced; both may be.

Child Documentation and Immunization Policy
-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.
-Children must have up-to-date immunizations or be in process in order to be enrolled.

Discipline Policy
-Corporal punishment is allowed if parent gives written permission; no discipline shall be imposed for failure to eat, sleep or toilet accidents; discipline shall not include withholding food, rest, or toilet use; techniques of discipline shall not humiliate, shame, or frighten a child.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Special regulations regarding kind of facility, daily program, caregivers, hygiene and diapering, feeding and crib arrangement.

School Age Care Programs
-Separate rules of school age programs adopted in 1992.

Special Needs Care Programs
-A center providing care for a special needs child or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for the care of the child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.

Sick Child Care Programs
-No separate regulations exist.

Subsidized Child Care Programs
-Is available; contact Bureau of Child Care, DHS, 65 E. State St., 5th Floor, Columbus, OH 43215; (614) 466-1043.

Transportation Policy
-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

National Life Safety Fire Code

-Not adopted for day care; only for long term care facilities which are regulated by the Department of Health.

Child Abuse and Neglect

-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Local Contact

-The state has regional districts around the state (Columbus, Cleveland, Cincinnati, Canton, and Toledo).

Pending Legislation

-The future of HB 356 to strengthen and enhance statutory enforcement procedures is uncertain. HB 850 recently introduced calls for consumer protection and consumer education provisions for Nanny services. Bills have to be reintroduced in 1/1993.

OKLAHOMA

Information
Supplied by: Nancy vonBargen
Department of Human Services
P.O. Box 25352
Oklahoma City, OK 73125
PHONE: (405) 521-3561
FAX: (405) 528-4786

Number and Definition of Regulated Programs

-There are 1,579 licensed centers.
-Nursery schools and prekindergartens not included in the number of licensed centers; religiously affiliated centers included.
-If a program operates less than 6 hours a day or is operated by the public school system, licensure is not required.

Regulations and Requirements

-License required; minimum of 3 monitoring visits required prior to licensure.
-No license fee and licenses are renewed annually.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
-Staff/child ratios: infants (0-9 months) - 1:4; toddlers (10-23 months) - 1:6; 2 year olds - 1:8; 3 year olds - 1:12; 4 - 5 year olds - 1:15; school age - 1:20; mixed age groups - 1:8 with no more than 2 under 2 years of age.
-Separate inspections are required annually by Fire and Health (Food Service and Sanitation) Departments; building code inspections required only if city codes require it.
-No general liability or professional liability insurance required; only transportation liability required.

Prescreening, Training, and Staff Qualifications

-All staff must receive orientation; 4 options exist involving education and experience required for center directors; lead/head teachers, assistant teachers, and teacher aides must all be High School graduates or equivalent; no preservice educational and/or experience requirements for the dietician and kitchen staff.
-6 hours annual training required, usually outside of the program.
-No special training is required for infant care, special needs care, sick child care, or drop in care.
-TB skin test required for center staff; chest x-ray required if positive to skin test reaction; child abuse clearance is not required, but staff must sign statement regarding convictions or pleading guilty and a release permitting a full background check. Although many directors do a criminal background check, it is not required. Fingerprinting, medical examination, AIDS test, drug & alcohol tests not required; TB test required before employment.
-No state recommended salary schedule for center staff.
-No minimum age requirement for working in a center; is regulated through minimum educational requirements.
-3 references other than relatives required on the director.

-4 references must be obtained by the director on all staff, including previous employers; references required within one month of employment.
-Director and staff must obtain training within one year of employment in disease and accident prevention measures, first aid techniques, and use of a fire extinguisher..
-Substitute staff must meet all requirements except the annual training requirement.

Complaint Procedure
-No policies that require immediate closing of a center. Local District Attorney seeks injunctions if children are at risk.
-Non-compliance is documented and centers are informed if non -compliance is jeopardizing their license.
-Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
-Resource and referral agencies are notified of all case closures.
-Complaints registered against a center are responded to; parents who request a follow-up are recontacted after the investigation is completed.

Unannounced Inspection Policy
-There are a minimum of 3 unannounced monitoring visits each year.

Child Documentation and Immunization Policy
-Required health records and attendance records for all children.
-Enrolled children are required to be immunized; HIB immunization was just added to the list of required immunizations.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Only permission authorizing center to transport child to emergency medical care is required and does not have to be notarized.

Infant Care Programs
-No separate regulations for centers which serve infants, but there is a chapter that addresses infant/toddler care.

School Age Care Programs
-No separate regulations for before and after school programs, but they have separate equipment requirements.

Special Needs Care Programs
-No separate regulations.

Sick Child Care Programs
-Both the law and regulations limit care of sick children.

Subsidized Child Care Programs
-Is available; contact Charlesetta Combs, Family Support, Dept. of Human Services, (405) 521-3431.

Transportation Policy
-Specific regulations for the transportation of children.

National Life Safety Fire Code

-Has not been adopted; local building codes enforced; when no local exists, state-adopted code is enforced (BOCA).

Child Abuse and Neglect

-Report to local county offices or to statewide hotline (1-800-522-3511).

Local Contact

-58 field staff located in 35 of the 77 counties in the state.

Pending Legislation

-Legislation will be introduced to reduce exemptions to licensing and to require criminal background investigations.

OREGON

Information
Supplied by: Karen Moffat, Unit Manager
Children's Services Division
DHR, Day Care Services
500 Summer Street, NE
Salem, OR 97301-1017
PHONE: (503) 378-3178
FAX: (503) 378-3800

Number and Definition of Regulated Programs

-There are 761 licensed centers.
-Centers have 13 or more children; preschools (4 hours per day or less) are not licensed; number of licensed centers includes religiously affiliated, not nursery schools & prekindergartens.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license fee is $25.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool - 1:10; school age - 1:15; mixed age - ratio of lowest age in group.
-Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Center directors required to have 1 year experience or training in management or supervision; lead/head teacher required to have 2 years experience or training in ECE or child development; teachers required to have 1 year experience or training; no requirements for teacher aides or other support staff.
-15 clock hours annual in-service training required.
-No special training for infant care, special needs care, sick child care, or drop in care.
-Center staff required to be prescreened by child abuse clearance and criminal background check; fingerprinting, TB skin test, chest x-ray, medical exams, AIDS, drug and alcohol tests not required.
-Conditional hiring allowed prior to results of prescreening for 30 days (to do state criminal record checks).
-No state recommended salary schedule.
-Minimum age requirement for teacher aides is 16; minimum age requirement for remaining staff is 18.
-3 written references required for center directors.
-One person required on premises at all times with current first aid certification.
-Criminal record checks must be done for temporary substitute if he/she works more that 30 days.

Complaint Procedure

-Center can be closed immediately by suspension if children are in danger.

-Operators get a warning of any pending legal action, except suspension; receive a warning unless children are endangered.
-Centers have maximum of 6 months to come into compliance under a temporary certificate.
-Resource and referral's notified by telephone if center is closed.
-Regulatory complaints are handled by the center's certifier.

Unannounced Inspection Policy
-An attempt is made to make one unannounced monitoring visit per year, but not all centers are visited by drop in.

Child Documentation and Immunication Policy
-Certain records must be maintained for each enrolled child.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-School age children have opportunities to choose from: a) indoor and outdoor group activities; b) individual projects including homework; c) rest or relaxation. The center is required to have activities and equipment appropriate for school age children.

Special Needs Care Programs
-No separate regulations for caring for special needs children; mainstreaming is not required, but discrimination is precluded.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Larry Shadbolt, Adult and Family Services, Human Resources Building, Salem, OR, 97310; (503) 945-6072.

Transportation Policy
-Separate regulations for the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact the local CSD branch offices and any law enforcement agency; for statewide information, call (503) 378-4722.

Local Contact
-Staff assigned by regions.

Pending Legislation
-None.

PENNSYLVANIA

Information
Supplied by: Marie E. James, Program Specialist
DPW - OCYF - Bureau of CDC Services
P.O. Box 2675
Harrisburg, PA 17105
PHONE: (717) 787-8691
FAX: (717) 787-7753

Definition and Number of Regulated Programs

- There are 2,841 certified day care centers.
- Nursery schools are licensed by Pennsylvania Department of Education (PDE), child care provided before and after nursery school hours falls under the jurisdiction of DPW day care services; prekindergarten would fall under either the PDE or day care services, depending on the services provided, length of program and the ages of children served.
- Religiously affiliated centers are under the jurisdiction of day care regulations, many are certified; negotiations are pending with religious conferences who challenge this issue.

Regulations and Requirements

- Certification required; initial inspection, annual inspection and follow up inspection for areas cited as noncompliant.
- Licenses are renewed annually; no license fee.
- Space requirements per child: indoor - 40 sq. ft.; outdoor - 65 sq. ft. with some exceptions.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school- age - 1:12; mixed age groups - depends on the age level of the youngest child in the group.
- Fire safety and building code inspection required initially and at relocation construction or modification.
- General liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- All staff positions require previous education and/or experience.
- Annual 6 hour in-service training required.
- No special training required for infant care, sick child care, or drop in care; required to have training in the disabilities of children in care for special needs care.
- Staff required to be prescreened by child abuse clearance, criminal background check, and medical examination including Mantoux TB test or chest x-ray as ordered by the physician; AIDS test, and drug and alcohol tests not required.
- 30 day conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children.
- No state recommended salary schedule for center staff.
- Minimum age requirement for staff working in a center is 18, unless extensive high school training in a child care curriculum is completed.

-Two written references required from non-relatives.
-First aid training is a separate requirement for designated staff.
-A substitute must have a health assessment if in contact with children or working with food, as well as applicable and verified education, experience and references.

Complaint Procedure
-Negative sanctions usually provide the right to operate during appeal; injunctive relief and emergency closure are available in situations where gross violations of the law or regulations have occurred.
-No policies that require only a warning; when noncompliance with regulations is cited, the provider has an opportunity to correct.
-Length of time center has to come into compliance varies, depending on the violation.
-Resource and referral agencies are notified when a subsidized center is closed; if the closed facility provides subsidized care, the local management agency is informed to cease referrals. facilities providing subsidized child day care.

Unannounced Inspection Policy
-Yes, on a random basis or as an unannounced follow-up visit after a complaint investigation.

Child Documentation and Immunuzation Policy
-Enrollment forms and immunizations required.
-Immunizations according to the American Academy of Pediatrics suggested schedule; state law in the case of measles vaccine.

Discipline Policy
-No physical punishment.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate regulations, but there are some infant-specific regulations.

School Age Care Programs
-Separate regulations exist.

Special Needs Care Programs
-The special needs chapter of the regulations applies to special needs care in all facilities.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact Dept. of Public Welfare, (717) 787-8691.

Transportation
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code

-Has been adopted; child day care regulations require PA Dept. of Labor and Industry inspection under fire and panic regulations for a L&I certificate of compliance for centers. L&I standards follow the NFLS code. The cities of Philadelphia, Pittsburgh and Scranton are regulated by the Departments of License and Inspection whose standards are based on BOCA code.

Child Abuse and Neglect

-Call 1-800-923-0313.

Local Contact

-Day care in Pennsylvania is regionalized. There are four regional offices.

Pending Legislation

-None.

PUERTO RICO

Information
Supplied by: Rosa Canino de Cardona, Director
DSS - Licensing Office
Box 11398
Santurce, Puerto Rico 00910
PHONE: (809) 724-7400
FAX: (809) 724-0767

Number and Definition of Regulated Programs

-There are 473 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - none; the only requirement is to have a play yard.
-Staff/child ratios: infants - 1:3-4; toddlers - 1:3-4; preschool - 1:8; school age - 1:12.
-Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
-General liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-One year's experience required for center directors, lead/head teachers, assistant teachers, teacher aides, and dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually; fingerprinting, child abuse clearance, TB skin test, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening not allowed.
-No state recommended salary schedule for center staff - at least minimum federal salary.
-Minimum age requirements: director - 25; staff positions - 21; rest of personnel - 18 or older.
-Written references only required for family day care homes.
-All staff members should have training in CPR or be a graduate nurse.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends upon the recommendation of the supervisor, but not more than 6 months.
-Resource and referral agencies not notified when center is closed.

BEST COPY AVAILABLE

-The different regional offices of the island investigate right away any complaint registered against a center.

Unannounced Inspection Policy
-All inspection visits are unannounced.

Child Documentation and Immunization Policy
-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.

Discipline Policy
-Corporat punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for center which service infants exist.

School Age Care Programs
-No separate regulation.

Special Needs Care Programs
-Separate regulations for caring for special needs children exist in terms of staff education number of staff per child, equipment.

Sick Child Care Programs
-Centers are not supposed to care for sick children.

Subsidized Child Care Programs
-Is not available.

Transportation Policy
-Transportation is under the regulations of the Public Service Commission.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (809) 724-1333 or (809) 724-1373.

Local Contact
-There are 10 regional offices around the island and a local office in each one of the 78 towns.

Pending Legislation
-None.

RHODE ISLAND

Information
Supplied by: JoAnne K. Flodin
Child Development Specialist
Dept. of Children, Youth and Families
610 Mount Pleasant Avenue
Providence, RI 02908
PHONE: (401) 457-4995
FAX: (401) 457-5388

Number and Definition of Regulated Programs

-There are 238 licensed centers.
-Nursery schools are approved by the Dept. of Education, 22 Hayes St., Providence, RI, 02908; some of these are also licensed for day care.
-Religiously affiliated centers are licensed.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:9; 4 and 5 year olds - 1:10; school age - 1:13; mixed age groups - depends on number and age of youngest child in group.
-Fire safety, building code, and health inspections required annually.
-General liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and experience required for lead/head teachers, assistant teachers, and nurse; no requirements for center directors, teacher aides, dietician and kitchen staff.
-Annual in-service training required.
-Nurse required to have special training for infant care; no special training required for special needs care.
-Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test, and medical examination once prior to employment; chest x-ray, AIDS test, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening is allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-4 references are required on applicants for initial licensing; covering health, finances, education, and character.
-Must have person trained in first aid on site at all times.
-Centers have to have a list of substitutes who have to comply with staff requirements.

Complaint Procedure

-If health and/or safety of the children is in jeopardy, center required to close immediately.
-Minor violation of regulations requires warning only.

-Center has up to 30 days to come into compliance depending on nature of violation.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are investigated by the licensing worker; child abuse complaints investigated by CANTS division of DCYF.

Unannounced Inspection Policy
-Two unannounced monitoring visits each year; additional are done if a complaint is received.

Child Documentation and Immunization Policy
-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants.

School Age Care Programs
-Separate regulations for before and after school programs.

Special Needs Care Programs
-Mainstreaming of special needs children is required.

Sick Child Care Programs
-Sick children have to be excluded from day care center programs.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.

Transportation Policy
-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Child Abuse and Neglect
-Call 1-800-RICHILD.

National Life Safety Fire Code
-Has not been adopted.

Local Contact
-Dept. of Children, Youth and Families is statewide.

Pending Legislation
-None.

SOUTH CAROLINA

Information
Supplied by: Sherry Driggers, Ed.D., Director.
DSS, Division of Licensing and
Regulatory Services
P.O. Box 1520
Columbia, SC 29202
PHONE: (803) 734-5740
FAX: (803) 734-6220

Number and Definition of Regulated Programs

-There are 1,748 licensed centers.
-There are also 274 registered church centers.
-Number reflects also reflects nursery schools and prekindergartens.

Regulations and Requirements

-License required; preapproval inspection required.
-License renewed every 2 years; no license fee.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:8; toddlers - 1:8; 2 year olds - 1:12; 3 year olds - 1:15; 4 year olds - 1:20; school age - 1:20; mixed age groups - as indicated.
-Separate inspections required before opening and at renewal time by the Fire and Sanitation Departments.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and experience requirements for facility directors: at least 3 years experience in a licensed facility; high school diploma with one year's experience for GDCH.
-No annual in-service training required.
-No special training required for infant care, special needs care, sick child care or drop in care.
-Prescreening required for facility staff: criminal background check and TB skin test; chest x-ray required if indicated to follow-up skin test; fingerprinting, child abuse clearance, medical examination, AIDS, drug and alcohol tests not required.
-Conditional hiring not allowed prior to results of prescreening.
-No state recommended salary schedule for the various staff levels.
-Minimum age requirement for working in a facility: 14 years old with constant supervision; 18 years old without supervision.
-Written references are required for director.
-CPR/first aid a separate preservice and/or in-service training requirement.
-No policy regarding the requirements for the use of substitutes.

Complaint Procedure

-No policies that require immediate closing of a day care facility.
-No policies that only require a warning.
-Facilities have no longer than a year to come into compliance.
-Resource and referral agencies not notified if center is closed.

-Complaints registered against a facility are responded to; provider must be given a 24 hour notice before follow-up visit unless complaint was written and signed by complainant.

Unannounced Inspection Policy
-Only if a written signed complaint is received; regular inspection visitions are announced.

Child Documentation and Immunization Policy
-Statement of child's health and immunization record, emergency numbers, doctor information, etc. required for child enrollment.
-Enrolled children must be immunized.

Discipline
-Written parental permission is required for corporal punishment.

Emergency Medical Consent Policy
-Written consent required; but form does not needs to be notarized.

Infant Care Programs
-Additional fire regulations for facilities which serve infants; the State Fire Marshal has authority to grant alternate methods of compliance within the intent of the regulations.

School Age Care Programs
-No separate regulations for before and after school programs.

Special Needs Care Programs
-No separate regulations for caring for special needs children.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Is available; contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main St., P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.

Transportation Policy
-No regulations concerning the transportation of children.

National Life Safety Fire Code
-Yes; DSS regulation states "Private and Public Child Day Care Centers shall comply with the regulations and codes of the state Fire Marshall.

Child Abuse and Neglect
-Cases would be handled by the individual county offices of the Department of Social Services.

Local Contact
-46 county offices.

Pending Legislation
-New regulations for child day care centers, church operated facilities and family day care homes.

SOUTH DAKOTA

Information
Supplied by: David Hanson, Program Specialist
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-3227
FAX: (605) 773-4855

Name and Definition of Regulated Programs

-There are 112 licensed centers.
-Voluntary certification for nursery schools by Department of Education.
-Religiously affiliated centers are included in this number; nursery schools and prekindergartens if they are part of a day care program.

Regulations and Requirements

-License required for 21 or more children; annual inspection required.
-No license fee and licenses are renewed annually.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group.
-Inspections required annually life, safety and environmental health.
-General liability insurance required; professional liability not required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience only required for: Center directors and lead/head teachers; none required for: Assistant teachers, teacher aides, dietician or kitchen staff.
-Twenty hours of in-service training is required annually.
-No special training required for infant care, special needs care, sick child care, drop-in care.
-Prescreening tests required at the time of hiring: child abuse clearance required at hiring; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received; AIDS, and drug and alcohol tests are not required; fingerprinting required by law but not funded.
-Conditional hiring prior to results of prescreening not allowed.
-No state recommended salary schedule for center staff.
-Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under direct and constant supervision of staff.
-Written references not required; verbal is sufficient but there must be at least three personal and one past employer.
-Annual courses in first aid, CPR, health and safety required for all staff.
-Substitutes must meet requirements for child care workers.

Complaint Procedure

-Immediate closing of the center required if children are in imminent danger.
-Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.
-No process for notifying resource and referral agencies when centers are closed.
-Response process when a complaint is registered against a day care center.

Unannounced Inspection Policy
-May be made if nature of complaint dictates; also are encouraged periodically if worker time is available.

Child Documentation and Immunization Policy
-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.
-Enrolled children must be immunized.

Discipline Policy
-Corporal punishment prohibited; this includes humiliating and frightening punishment also.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate regulations.

School Age Care Programs
-Separate regulations are in development.

Special Needs Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact: Department of Social Services, Office of Assistance Payments, (605) 773-4678 or Office of Child Care Services, (605) 773-4766.

Transportation Policy
-Staff/child ratios must be met.
-Children under 5 must be in passenger restraint system.

Child Abuse and Neglect
-Call local Department of Social Service Office or local law enforcement agency.

National Life Safety Fire Code
-Fire Marshall rules require compliance with Uniform Building Code, 1991 edition.

Local Contact
-Approximately 20 district or local offices.

Pending Legislation
-Legislation to be introduced to require licensed child welfare agencies to obtain criminal records check for applicant, staff and household members. Currently DSS is required to obtain, but has not been provided with sufficient funds to do so for all providers.

TENNESSEE **

Information
Supplied by: Carolyn Deal, Coordinator
Day Care Center Licensing
400 Deaderick
Nashville, TN 37248-9800
PHONE: (615) 741-7129

Number and Definition of Regulated Programs

-There are 3,139 licensed centers.
-Nursery/preschools are not licensed separately.
-Some religiously-affiliated agencies are regulated by the Department of Education, 140 Cordell Hull Bldg., Nashville, TN 37243-0375. Jan Bushing; contact person, (615) 741-0345.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license application fee is $15 to $25, depending on licensed capacity; money goes into General Fund.
-Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
-Staff/child ratios: infants - 1:5; toddlers - 1:7; 2 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:15; 5 year olds - 1:20; school age - 1:25; mixed age groups - ranges from 1:6 for infants/toddlers to 1:20 for 4 and 5 year olds.
-Fire safety and food/sanitation inspections required annually; building code inspection required by some municipalities.
-No general liability and professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Center directors required to have H.S. Diploma, 2 years experience, and orientation to job; lead/head teachers required to have high school education and orientation; assistant teachers and teacher aides required to be literate and have an orientation; dietician and kitchen staff required to have an orientation.
-12 hours annual in-service training required for directors; 6 hours required for caregivers.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Center staff required to have TB skin test; medical examination required initially and every 3 years thereafter; child abuse clearance and criminal background check not required unless reason to suspect; chest x-ray not required unless need is indicated by other tests; AIDS test not required; drug and alcohol tests not required until new rules take effect.
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-3 written references required in addition to information about last employment.

-At least one staff member with training in CPR/first aid required to be on premises at all times.
-Temporary substitutes must meet most requirements of other caregivers but not required to have physical exam.

Complaint Procedure
-If children are in immediate danger, DHS can get a temporary restraining order and simultaneously suspend license; all other violations receive notice and request for corrective action.
-Length of time center has to come into compliance varies with degree of danger or threat of harm.
-Resource and referral agencies notified when a center is closed.
-Response to complaints registered against centers is immediate if harm is implied; if relating to lesser violations, we delay investigation until next site visit; report back to complainant if requested.

Unannounced Inspection Policy
-Once a year and as situation requires to monitor or investigate complaints.

Child Documentation and Immunization Policy
-Information ("application") form, child health record (immunizations and additional exam for infants and toddlers), and health history required for child enrollment.
-Enrolled children must be immunized.

Discipline Policy
-No physical punishment in centers allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."

School Age Care Programs
-Regulations for before and after school programs are incorporated with other center rules.

Special Needs Care Programs
-Separate regulations exist relating to equalizing environment.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; Group contracts (SSBG) - Mary Nelle Mayfield (615) 741-4983; Individual contracts - Ruby Burford (615) 741-3083.

Transportation Policy
-Compliance with state law regarding safety restraints, commercial driver's license, and liability insurance required for transporting children.

National Life Safety Fire Code
-Has been adopted through State Fire Marshall; the educational codes.

Child Abuse and Neglect
-Every county has a number with 24-hour availability.

Local Contact
-Field staff in district offices; 8 supervisors located in urban and rural areas supervise 53 staff.

Pending Legislation
-None.

** Unverified

TEXAS **

Information
Supplied by: David J. Beard, Licensing Consultant
Department of Protective and Regulatory Services
P.O. Box 149030
Austin, TX 78714-9030
PHONE: (512) 450-3260
FAX: (512) 450-3848

Number and Definition of Regulated Programs

-There are 6,448 licensed day care centers.
-Nursery schools and prekindergartens are not included in this number, religiously affiliated centers are included.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses and certificates are non-expiring (valid until revoked or surrendered).
-There is an application fee of $35, provisional license fee of $35 and when the non-expiring license is issued there is another fee of $35 plus $1 for each slot in the licensed capacity. The $35 plus $1 is due each year. Fees go into the state's general fund.
-Space requirements per child: indoor - 30 sq. ft., exclusive of hallways, bathrooms, kitchens and other single use areas; outdoor - 80 sq. ft. for each child in the group using the playground at the time.
-Staff/child ratios: 0 to 11 months - 1:5; 12 to 17 months - 1:6; ratios for toddlers and older children depend on the age of the youngest child in group and number of children of youngest age.
-Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Center directors and staff working with children required to have preservice education and experience.
-20 hours annual in-service training required for directors; 15 hours annual in-service training required for remaining staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Staff required to be prescreened by chest x-ray; all staff names are checked with state's department of public safety; fingerprinting required if they live outside the state and work in a Texas facility; child abuse clearance required for director; TB skin test, medical examination, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening is allowed until results are received.
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for remaining center staff is 18; a person 16 or 17

years old may work in a center, but must work under the direct supervision of a qualified staff.
-Written references not required.
-Texas requires that at all times children are in care there must be a staff person trained in first aid and CPR. (It does not have to be the same person trained in both.)
-Substitutes are permitted and generally must meet the same requirements as regular staff.

Complaint Procedure
-The licensing agency cannot itself close a day care center; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.
-Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.
-Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take longer.
-Resource and referral agencies notified when a center is closed.
-Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Unannounced Inspection Policy
-Law requires one unannounced visit per year, but all may be.

Child Documentation and Immunization Policy
-The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that contains detailed information on the child.
-All enrolled children must be immunized.

Discipline Policy
-No child under 5 years old must ever be spanked. If the governing body believes it is necessary to spank children who have passed their fifth birthday, the center must have a statement on file that it is the center's policy to permit physical punishment. The statement of the rules that the center has adopted concerning the administration of physical punishment must include that spanking be done only with a staff's open hand on a child's buttocks. Each incident must be witnessed by another staff and documented in the center's records. The center must inform parents of the policy in writing and must have the parents' signed approval.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-There are standards in the day care standards that are specific to infant care, but not a separate set of standards.

School Age Programs
-There are individual standards in the day care standards that are specific to school-age care, but not a separate set of standards. The central office has identified those standards and listed them in an official standards clarification memorandum to all staff and providers.

Special Needs Care Programs
-No separate regulations for caring for special needs children. Some existing standards may present difficulties in respect to a special needs child, in which case the child care licensing permits the granting of waivers or variances for compliance. There is a standard that states the center must ensure that children needing special care at the center because of disabling or limiting conditions are given the care and activities qualified psychologists, physicians, or other experts recommend.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Is available; contact Ms. Charlotte Brantley, Texas Dept. of Protective and Regulatory Services E-411, P.O. Box 149030, Austin, TX 78714-9030: (512) 450-4167.

Transportation Policy
-The state regulations require that for centers providing transportation, each child being transported must ride in an infant carrier, a child seat, or a seat belt, as appropriate to the child's age and size.

National Life Fire Safety Code
-Has not been adopted.

Child Abuse and Neglect
-Statewide Child Abuse Hotline: 1-800-252-5400.
-Licensing has its own specialized abuse/neglect investigations.

Local Contact
-Local contact offices throughout the state.

Pending Legislation
-Considering an increase in the fee and clarification of fire provision may be requested.

** Unverified

UTAH

Information
Supplied by: Patricia Kreher, Director
Office of Licensing
Dept. of Human Services
120 North 200 West
Salt Lake City, UT 84106
PHONE: (801) 538-4242
FAX: (801) 538-4016

Number and Definition of Regulated Programs

- There are 309 licensed centers.
- Religiously affiliated programs, as well as those regulated by the Board of Education, are exempt in certain instances.
- Nursery schools and prekindergartens are licensed only if children are in attendance more than 4 hours a day.

Regulations and Requirements

- License required; centers visited prior to license update.
- Licenses renewed annually; license fee is $1.50 per child plus $25 flat fee; fee goes into the State general fund.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; in collaboration with State Fire Prevention Board.
- Staff/child ratios: infants - 1:4; toddlers (under 2 years old) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
- Inspections required annually: fire safety, health (environment), child care food program, immunizations; building code inspection required at initial opening.
- General liability insurance required if center has state contract; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Director required to have a CDA or better in a related field plus 1 years experience; lead/head teachers, assistant teachers, aides, and the dietician and kitchen staff must be at least 18 years old and have high school diploma or equivalent; persons under 18 years old are not counted towards staff ratios.
- Center staff required to have annual in-service training: first year - 40 hours (10 health related); each year thereafter - 20 hours (5 health related).
- No special training required for infant care, sick child care, or drop in care; standards being developed for special needs care.
- Center staff required to be prescreened by criminal background check, and medical examination initially and if leave to work at new center; child abuse clearance required initially and yearly; TB skin test required as specified by Health Dept.; chest x-ray not required unless TB test is positive; AIDS, drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening is allowed; length of time not specific in standards, but generally 30 days for full compliance with all requirements.
- No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 18.
-Written references not required; are accepted and used if provided, particularly for directors.
-Center staff required to be trained in general first aid/CPR; required that one person be on duty with Certified First Aid/CPR through Red Cross.
-For use of temporary substitutes, centers must develop a list, posted at center; minimal on-site information required; must have fingerprint check.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-If health, safety, welfare of children is jeopardized but does not pose an immediate threat, can issue a 30 day notice of revocation/suspension.
-Center has 30 days to come into compliance; less if necessary.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to; length of time and action based on verifiable nature of complaint.

Unannounced Inspection Policy
-Goal is for 3 unannounced monitoring visits per year, as well as for complaint investigations.

Child Documentation and Immunization Policy
-Information form, immunization, health, evaluations, proper age group with proper ratios, emergency contacts, parent information on center policy/procedures, other pertinencies such as restraining orders, etc. required.
-Enrolled children are required to be immunized.

Discipline Policy
-Corporal punishment prohibited; no punishment with food, toileting, rest or humiliation allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-Separate regulations for caring for special needs children currently being finalized for children with handicaps.

Sick Child Care Programs
-Regulations for caring for sick children incorporated into core standards, specify which children must be excluded and those that may stay - in consultations with parents.

Subsidized Child Care Programs
-Is available; contact Office of Family Support, 120 N. 200 West, SLC, Utah, 84103: (801) 538-3970.

Transportation Policy
-Have enhanced existing Department of Public Safety standards to specifically address child care.

National Life Safety Fire Code
-Code has been adopted; exception is 1:4 ratio for infant care where immediate outside exit is available.

Child Abuse and Neglect
-Call 1-800-678-9399, all law enforcement agencies, any number with the Division of Family Services.

Local Contact
-Regional system, offices located throughout the state.

Pending Legislation
-Bureau of Criminal Investigation policy do not require finger-print cards, but do require identifiying information for BCI screening.

VERMONT

Information
Supplied by: Coleman Baker, Chief
Children's Day Care Unit
Division of Licensing and Regulation
103 South Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-2980

Number and Definition of Regulated Programs

- There are 425 licensed centers (includes 80 licensed preschools).
- Day care center and preschool category to be discontinued; all will be known as Early Childhood Programs with same regulations.
- Number includes nursery schools, prekindergartens and religiously affiliated centers.

Regulations and Requirements

- License required; preapproval inspection required.
- Licenses must be renewed every 1 to 3 years; no license fee.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school age - 1:13; mixed age groups - lowest ratio.
- Separate inspections required every 1-3 years for fire safety and building code.
- Regular general liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- Six hours in-service training is required annually for staff; nine hours for the director and head teacher.
- No special training is required for infant care, special needs care, or drop in care.
- All staff are required to be prescreened by child abuse clearance and criminal record; fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, and drug alcohol tests are not required.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of adult, 17 for voc-tech child care students.
- Three written references or note take in telephone interviews required from non-related persons.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- Temporary substitutes must have 3 references.

Complaint Procedure

- Immediate closing of a center (suspension) required if children are in imminent peril.

-Infraction determines how long center has to come into compliance: 5 - 90 days.
-Resource and referral agencies notified when a center is closed or if revocation intention is sent.
-All complaints against a center (anonymous or otherwise) are investigated.

Unannounced Inspection Policy
-One unannounced monitoring visit each year, unless warranted more often.

Child Documentation and Immunization Policy
-Written information required for child enrollment.
-Enrolled children required to be immunized.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Smaller staff/child ratio and rocking chairs required in infant areas; toileting and highlights of child's day reported to parents.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Special Needs Care Programs
-Staff must know how to respond to particular child.

Sick Child Care Programs
-No care permitted for sick child care.

Subsidized Child Care Programs
-Is available; contact Child Care Services Division, 103 South Main St., Waterbury, VT 05676; (802) 241-3110.

Transportation Policy
-Numbers, seatbelts, car seats required.

National LIfe Safety Fire Code
-Adopted; if new construction, 1987 BOCA with 1988 Supplement; for existing, NFPA 101 Life Safety Code 1988.

Child Abuse and Neglect
-Call (802) 241-2131.

Local Contact
-Not available.

Pending Legislation
-None.

VIRGINIA

Information
Supplied by: Arlene Kasper
Program Development Supervisor
DSS - Div. of Licensing Programs
8007 Discovery Drive
Richmond, VA 23229-8699
PHONE: (804) 662-9076
FAX: (804) 662-7696

Definition and Number of Regulated Programs

-There are 1,290 licensed day care centers.
-Nursery/preschools, hospital-operated centers for employees, summer camps and publically-operated centers are exempt; number does not include nursery schools, prekindergartens, or religiously affiliated centers.

Regulations and Requirements

-License required; preapproval inspection required.
-Licenses renewed up to three years; fees based on capacity and range from $14 - $200; fees used for provider training.
-Space requirements per child: indoor - 25 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants -1:4; young toddlers - 1:5; two and three year olds - 1:10; four year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
-Fire safety and sanitation inspections required annually; building code inspections required initially; asbestos inspection required one time.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice college education and experience required for center directors; high school diploma, GED and one year experience or CDA Credential required for child care supervisors; no requirements for aides, dietician or kitchen staff.
-8 hours annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Staff required to be prescreened with criminal background check; need to provide documentation for TB; child abuse clearance, fingerprinting, chest X-Ray, medical examination, AIDS test, and drug and alcohol test are not required.
-Conditional hiring is allowed: 3 work days for TB test, 15 days for criminal background check.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center program directors is 21; minimum age for other staff other than aides is 18; minimum age for aides is 16.
-Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.

-Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips who has successfully completed a first aid course approved by Red Cross within the last 3 years; newly licensed center has 30 days to come into compliance; CPR not required.
-A center shall maintain the ratio by temporary or substitutes; but anyone coming in contact with children must have TB test and criminal record check, and orientation training.

Complaint Procedure
-No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.
-Length of time center has to come into compliance depends on circumstances.
-No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.
-Complains, either written or oral, registered against a center are responded to.

Unannounced Inspection Policy
-At least one announced visit per year.

Child Documentation and Immunization Policy
-Center must have on each enrolled child: phone numbers, names and addresses of two designated emergency people, parents work phone numbers, allergies, child's grade level in school and name of school if applicable, daily attendance, immunization record, general health information, various agreements/authorizations.

Discipline Policy
-There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizonal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as punishment.
-Children shall not be shaken at any time.
-The center shall neither force nor withhold meals or snacks, neither force nor withhold naps, not punish toileting accidents in disciplining.
-Staff shall not be verbally abusive.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-No separate regulations, but within the child care center regulations there are special requirements for centers serving infants.

School Age Programs
-No separate regulations, but within the child care center regulations there are special requirements for centers serving school age children.

Special Needs Care Programs
-No separate regulations.
-American Disabilities Act now requires mainstreaming.

Sick Child Care Programs
-No separate regulations, but have licensed several of these programs through an allowable variance or waiver process.

Subsidized Child Care Programs
-Is available; contact Division of Services Programs, DSS, 8007 Discovery Drive, Richmond, VA 23229 - Ben Greenburg & Badyah Waajid, 804-662-9029.

Transportation Policy
-Centers must provide parents with transportation safety policies when transportation is provided.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call 1-800-552-7096.

Local Contact
-Four regional offices exist and 3 services points

Pending Legislation
-A legislative commission is studying who should be subject to child care licensure due to concerns expressed about the following legislation to be effective July 1, 1994:
  -Licensure of preschools, nursery schools, government sponsored child day care, hospital sponsored child day care for employees, before, and after school programs and child day camps.
  -Creates a complaint hotline.
  -Mandates previously voluntary criminal records clearances for officials and staff of religiously exempt child care settings; however, provides no verification/enforcement provision for this requirement and no inspection or enforcement provision for religiously exempt settings.

VIRGIN ISLANDS

Information
Supplied by: Verna C. Garcia
Volunteers & Special Programs
Department of Human Services
Knud Hansen Complex, Bldg. A
1303 Hospital Ground
St. Thomas, VI 00802
PHONE: (809) 774-0930
FAX: (809) 773-6121

Number and Definition of Regulated Programs

-There are 127 licensed centers, which includes nursery schools, prekindergartens and religiously affiliated centers.
-Certification of government centers.

Regulations and Requirements

-License for private centers; preapproval inspection required.
-Licenses renewed annually; certificates renewed biennially; license fee is $50; fees used for training and other activities.
-Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers 1:6; preschool - 1:8 or 1:9; school age - 1:15.
-Fire safety and sanitation inspections required annually; building code inspections required initially.
-No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center director, lead/head teacher, assistant teacher, and teacher aides; no requirements for the dietician and kitchen staff.
-In-service training required twice a year for center staff.
-Special training required for special needs care; no special training for infant care, sick child care, or drop in care.
-Staff required to be prescreened by child abuse clearance, criminal background check, and TB skin test; chest x-ray required if indicated; medical examination required if staff member is over age of 60; fingerprinting, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring is not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
-3 written references from unrelated persons required for center staff.
-CPR/first aid not a preservice and/or in-service requirement.
-No policy regarding use of temporary substitutes.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on severity of violation.

-No formal resource or referral agencies exist.
-Complaints registered against a center are investigated.

Unannounced Inspection Policy
-Information unavailable.

Child Documentation and Immunization Policy
-The center must maintain a record on each enrolled child.
-Enrolled children required to be immunized.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Infants can be served only in family or group day care homes.

School Age Care Programs
-No information.

Special Needs Care Programs
-No information.

Sick Child Care Programs
-No information.

Subsidized Child Care Programs
-No information.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call (809) 773-9272, (809) 776-3966 or (809) 774-4393.

Local Contact
-Information unavailable.

Pending Legislation
-None.

WASHINGTON

Information
Supplied by: Barry Fibel, Program Manager
Division of Children and Family
Services, OB-41
Olympia, WA 98504
PHONE: (206) 753-7002
FAX: (206) 586-1040

Number and Definition of Regulated Programs

-There are 1,500 licensed centers.
-Nursery schools and kindergartens are specifically exempted by statute; a free standing preschool is exempt.
-Religiously affiliated day care centers are included.

Regulations and Requirements

-License required; peapproval inspection required.
-Licenses are renewed every 3 years; license fee is $4 per child per year; fee goes into the state's general funds.
-Space requirements per child: indoor - 50 sq. ft.; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
-Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers - 1:10; school age - 1:15; mixed age groups - ratio designated for youngest child.
-Fire safety and health inspections required every 3 years;
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience required for center directors or program supervisors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-Center staff required to be prescreened by child abuse clearance, criminal background check, TB skin test; chest x-ray is required if TB test is positive; fingerprinting, medical examination, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring is allowed; must submit request for background check within 7 working days of hiring.
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for all other staff is 18.
-3 written references required.
-CPR/first aid is a separate preservice and/or in-service training requirement.
-No policies regarding the use of temporary substitutes.

Complaint Procedure

-A summary suspension is used for serious health and safety violations.

-Length of time center has to come into compliance depends on the deficiency.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to.

Unannounced Inspection Policy
-Occur occasionally, usually in response to complaints.

Child Documentation and Immunization Policy
-Enrolled children must be immunized; administrative code requires a certificate of immunization status be on file for each child in care.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Specific sections within requirements exist for centers which service infants.

School Age Care Programs
-School age child care requirements adopted 12/30/92.

Special Needs Care Programs
-Non-discrimination is required.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Monika Ellis, Division of Children and Family Services, OB-41, Olympia, WA 98504; (206) 586-5198.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted; the state uses the Uniform Building Code.

Child Abuse and Neglect
-An abuse hotline exists.

Local Contact
-Local contact offices within the state exist.

Pending Legislation
-Planning to introduce legislation to permit the levying of civil monetary penalties for unlicensed programs and those in violation of licensing requirements.

WEST VIRGINIA ++

Information
Supplied by: Kay Tilton, Director
Department of Health & Human Services
1900 Washington Street, East
Capitol Complex, Bldg. 6, Room 850-B
Charleston, WVA 25303
PHONE: 304-348-7980

Number and Definition of Regulated Programs

-There are 300 licensed day care centers.
-Complete definition information unavailable; nursery and preschools not regulated separately.

Regulations and Requirements

-License is required; preapproval inspection is required.
-License is renewed every two years; no fee required.
-Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.
-Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.
-Building code inspection required with initial license; fire safety and health inspections required initially and annually.
-No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience is required for staff as follows: center directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
-In-service training required annually; kind and amount not specified.
-Special training required for infant care; no special training required for special needs, sick child or drop-in care.
-Criminal background check of staff may be required at initial licensing of center; child abuse clearance, TB skin test or chest X-ray, and medical examination required prior to employment and every two years; no required testing for AIDS or alcohol.
-Conditional hiring not allowed prior to prescreening.
-No state recommended salary schedules for center staff.
-Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years.
-Two written references required; personal and employment.
-CPR not required; 8 hours of first aid training required for all adult staff.

Complaint Procedure
-No policies regarding immediately closing of a day care center.
-Warning required on any violation which does not endanger the health, safety or well-being of the children.
-A license may be revoked or modified to provisional status until determination of compliance.
-No policy regarding notification of resource and referral agencies of center closings.
-Complaint process requires notification to director of center before and after complaint is investigated and a written report of the results made.

Unannounced Inspection Policy
-No information available.

Child Documentation and Immunization Policy
-Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.
-Enrolled children must be immunized.

Discipline Policy
-State requires that punishment cannot be humiliating, shaming, frightening, otherwise physically or emotionally damaging to children.

Emergency Medical Consent Policy
-No information available.

Infant Care Programs
-Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.

School Age Programs
-No separate regulations; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Special Needs Care Programs
-Some separate regulations; guidelines established by state Department of Health for centers servicing mentally retarded children; mainstreaming encouraged.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care
-Is available; contact Dept. of Human Services, Charleston, West Virginia; 503-348-7980.

Transportation Policy
-Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts; other specific regulations about safety and first aid.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Contact local Department of Human Services.

Local Contact
-Not available.

Pending Legislation
-None.

++1991Information

WISCONSIN

Information
Supplied by: David B. Edie, Director
Office of Regulation and Licensing
Dept. of Health and Human Services
P.O. Box 7851
Madison, WI 53707
PHONE: (608) 266-9314

Number and Definition of Regulated Programs

-There are 1,986 licensed centers.
-Group day care centers defined as serving 9 or more.
-Nursery schools and religiously affiliated centers are included in this number; prekindergartens are not.
-Day care programs run by schools (public or private) are exempt from licensing; but day care programs run by public schools must meet licensing codes by law.

Regulations and Requirements

-License required; mandatory licensing for 4 or more children under 7 years old; mandatory certification for less than 4 with public funding; preapproval inspection required.
-Licensed is renewed every 2 years; license fee is $25 plus $5 per child in licensed capacity.
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:13; 5 to 6 year olds - 1:17; 6 years and over - 1:18.
-Initial fire safety and building code inspection required.
-General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

-Preservice education, orientation and experience required for center directors, lead/head teachers and assistant teachers; preservice education required for teacher aides; orientation and in-service training required for food service personnel.
-Annual in-service training required.
-15 hours in continuing education required annually for directors, child care teachers, and teacher aides.
-Special training required for infant care; no special training required for special needs care, sick child care, or drop in care.
-Staff required to be prescreened by TB skin test and medical examination; criminal background check is not required but staff must fill out a notarized statement on criminal convictions and pending changes; fingerprinting, child abuse clearance, chest x-ray, AIDS test, and drug and alcohol tests not required.
-Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam.
-No state recommended salary schedule for center staff.

-Minimum age requirement for administrator and program director is 21; minimum age for other staff is 18.
-No written references required.
-CPR/first aid not preservice and/or in-service requirement.
-Temporary substitutes must be similarly qualified.

Complaint Procedure
-When there is imminent danger, immediate center closing required.
-Center has 30 days to come into compliance.
-No formal process to notify resource and referral agencies when a center is closed.
-Complaints registered against a center are responded to; complaint is investigated; findings are issued.
-Dept. can issue orders and assess fiscal penalties if orders are not followed.

Unannounced Inspection Policy
-One annual unannounced monitoring visit; more often if a history of violations exists.

Child Documentation and Immunization Policy
-The licensee must maintain an up-to-date written record on each child enrolled and make it available to the licensing staff.
-Enrolled children are required to be immunized.

Discipline Policy
-Punishment which is humiliating or frightening to a child is prohibited; includes corporal punishment and verbal abuse.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Additional regulations for centers which serve infants exist.

School Age Care Programs
-Additional regulations for before and after school programs exist.

Special Needs Care Programs
-No separate regulations for caring for special needs children, but discrimination is prohibited.

Sick Child Care Programs
-Sick child care regulations concerning isolation of children, parental consent, etc. exist.

Subsidized Child Care Programs
-Is available.
-Contact county departments of social services or human services; or State DHHS, Kay Hendon: (608) 266-8200 or Marlene Showers: (608) 266-9192.

Transportation Policy
-Separate regulations concerning the transportation of children.

National Life Safety Fire Code

-Has adopted this code; the Dept. of Industry, Labor and Human Relations uses it as a guidelines for developing day care codes.

Child Abuse and Neglect

-Contact one of county Depts. of Social or Human Services.

Local Contact

-The Dept. of Health and Human Services licenses centers through five Division of Community Services Regional Offices.

Pending Legislation

-None

WYOMING **

Information
Supplied by: Glenda Lacey
Social Services Consultant
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-7747

Number and Definition of Regulated Programs

-There are 200 licensed centers.
-Number includes nursery schools, prekindergartens, and religiously affiliated centers.

Regulations and Requirements

-License required; preapproval inspection required.
-There no license fee and licenses are renewed annually.
-Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0 to 2 years old - 1:5; 2 to 3 years old - 1:8; 3 to 4 years old - 1:10; 4 to 5 years old - 1:15; 5 to 6 years old - 1:20; over 6 years old - 1:25. When age groups are combined, the staff requirements for the youngest age group present shall apply.
-Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
-No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

-Preservice education and/or experience requirements for day care center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, dietician and kitchen staff.
-8 hours of annual in-service training required for center staff.
-Special training required for infant care; special training not required for special needs care, sick child care, or drop in care.
-Staff required to be prescreened by medical examination, and either TB skin test or a chest x-ray; fingerprinting, child abuse clearance, criminal background check, AIDS test, and drug and alcohol tests are not required.
-Conditional hiring prior to results of prescreening not allowed.
-No state recommended salary schedule for center staff.
-Minimum age requirement for director and staff is 19; minimum age requirement for aides is 16.
-3 written references required from non-relatives.
-Within 6 months of employment in day care any person having direct contact with children shall complete first aid and CPR course for infants/children; first aid training must be retaken every 3 years and CPR training for infants/children must be renewed every year.
-Substitutes who fill in for day care center staff more than 3 times per month shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements.

Complaint Procedure
-Policies exist that require immediate closing of a center.
-Length of time center has to come into compliance varies.
-Resource and referral agencies notified when a center is closed.
-A detailed process exists for investigation of complaints registered against centers.

Unannounced Inspection Policy
-Annual renewal visits are unannounced.

Child Documentation and Immunization Policy
-Center must maintain a record on each child.
-All enrolled children are required to be immunized.

Discipline Policy
-Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes excessive or unreasonable physical discipline and the commission or allowing the commission of a sexual offense against a child, as defined by law.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Infant Care Programs
-Separate regulations for centers which service infants exist.

School Age Care Programs
-No separate regulations.

Special Needs Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Ellen Sevall, Department of Family Services, Hathaway Building, Cheyanne, WY 82002: (307) 777-6848.

Transportation Policy
-Regulations concerning the transportation of children exist.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact any of the 23 local offices or any law enforcement agency.

Local Contact
-There are 8 regional offices.

Pending Legislation
-Pending bill to make liability insurance manditory.
-Child abuse clearance in background checks.

** Unverified

STATE CONTACTS

(1) Alabama

Betty Maxwell, Asst. Supervisor
DHS, Office of Day Care and Child Development
50 Ripley Street
Montgomery, AL 36130

PHONE: (205) 242-1425
FAX: (205) 242-1086

(2) Alaska

Jean Henry
Division of Family/Youth Services
P.O. Box 110630
Juneau, AK 99811-0630

PHONE: (907) 465-3207

(3) Arizona

Clyde Dangerfield, Chief Officer
DHS, Office of CDC Licensure
100 W. Clarendon, Suite 520
Phoenix, AZ 85013

PHONE: (602) 255-1272

(4) Arkansas

Virginia Reid, Administrator
DCFS, Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437

PHONE: (501) 682-8590

(5) California

Fred Miller, Deputy Director
Department of Social Services
Community Care Licensing Division
744 P Street, M.S. 19-50
Sacramento, CA 95814

PHONE: (916) 324-8538
FAX: (916) 323-8352

(6) Colorado

Dana Andrews, Licensing Adm.
Department of Social Services
Office of Child Care Services
1575 Sherman Street
Denver, CO 80203-1714

PHONE: (303) 866-5958
FAX: (303) 866-2704

(7) Connecticut

Wesley Bell
Day Care Licensing Supervisor
Department of Health Services
150 Washington Street
Hartford, CT 06106

PHONE: (203) 566-2575

(8) Delaware

Pauline D. Koch, Administrator
DSCYF, Office of Child Care Licensing
1825 Faulkand Road
Wilmington, DE 19806

PHONE: (302) 633-2700

(9) District of Columbia

James R. Murphy, Administrator
DCRA, Service Facility Regulation Administration
614 H Street, N.W.
Washington, DC 20001

PHONE: (202) 727-7170
FAX: (202) 727-7780

(10) Florida

Sandra Harris, Chief
Child Care and Prevention Services
DHRS, CYF Program Office
1317 Winewood Blvd., Bldg. 7, Rm 201
Tallahassee, FL 32399-0700

PHONE: (904) 488-4900

(11) Georgia

Marsha Gates
DHR, Child Care Licensing
878 Peachtree Street, NE
Room 607
Atlanta, GA 30309

PHONE: (404) 894-5688

(12) Hawaii

Charol Chang, Asst. Program Adm.
DHS, Non-Residential Licensing
P. O. Box 339
Honolulu, HI 96809

PHONE: (808) 548-2302

(13) Idaho

Roseanne Hardin, Deputy Adm.
Department of Health and Welfare
450 West State Street
Boise, ID 83720

PHONE: (208) 334-5700
FAX: (208) 334-6699

(14) Illinois

Carol Borders, Licensing Specialist
DCFS, Office of Licensing
406 East Monroe
Springfield, IL 62701

PHONE: (217) 785-2688
FAX: (217) 524-0014

(15) Indiana

Suzanne Turner, Director
Division of Family and Children
402 W. Washington, St., 3rd Floor
Indianapolis, IN 46204

PHONE: (317) 232-4442
FAX: (317) 232-4468

(16) Iowa

Barbara Bosch, Program Mgr.
Department of Human Services
Hoover State Office Bldg., 5th Fl.
Des Moines, IA 50319

PHONE: (515) 281-6074
FAX: (515) 281-4597

(17) Kansas

Christine Ross-Baze
Department of Health & Environment
Child Care Licensing & Registration
900 S. W. Jackson Street
Topeka, KS 66612-1290

PHONE: (913) 296-1272
FAX: (913) 296-1266

(18) Kentucky

Bess Howard, M.S.W.
Program Specialist
CHR Division of Licensing/Regulation
275 East Main Street, 4th Floor East
Frankfort, KY 40621

PHONE: (502) 564-2800
FAX: (502) 564-6546

(19) Louisiana

Steve Phillips
Quality Assurance
Department of Social Services
P.O. Box 3078
Baton Rouge, LA 70821

PHONE: (504) 922-0015
FAX: (504) 922-0014

(20) Maine

James Chaplin, Director
Department of Human Services
Child Care Licensing Unit
State House Station 11
Augusta, ME 04333

PHONE: (207) 289-5060

(21) **Maryland**

Percilla J. Lynch, Asst. Dir. Lic.
DHR, Child Care Administration
2701 North Charles Street, 5th Fl.
Baltimore, MD 21218

PHONE: (410) 554-0413
FAX: (410) 554-0448

(22) **Massachusetts**

Frances Barrett, Director
Group Day Care Licensing
Office for Children
1 Ashburton Place
Boston, MA 02108

PHONE: (617) 727-8900
FAX: (617) 727-0528

(23) **Michigan**

Ted de Wolf, Director
Department of Social Services
Division of Child Day Care Licensing
235 S. Grand Avenue
Lansing, MI 48909

PHONE: (517) 373-8300

(24) **Minnesota**

Nancy McKay, Acting Licensing Supv.
DHS, Licensing Division
444 Lafayette Road
St. Paul, MN 55155-3842

PHONE: (612) 296-3971
FAX: (612) 296-3299

(25) **Mississippi**

Diane Herring, Director
Division of Child Care
State Board of Health
P. O. Box 1700
Jackson, MS 39215-1700

PHONE: (601) 987-4153
FAX: (601) 960-7948

(26) **Missouri**

Mary Moberly, Supervisor
Licensing Unit
Division of Family Services
P. O. Box 88
Jefferson City, MO 65103

PHONE: (314) 751-2678

(27) **Montana**

Becky Fleming
Department of Family Services
P. O. Box 8005
Helena, MT 59604

PHONE: (406) 444-5900
FAX: (406) 444-5956

(28) **Nebraska**

Pat Urzedowski, Asst. Div. Adm.
Child Care and Development
Department of Social Services
P. O. Box 95025
Lincoln, NE 68509

PHONE: (402) 471-9431
FAX: (402) 471-9455

(29) **Nevada**

Patricia J. Hedgecoth
Chief of Licensing
Bureau of Services for Child Care
505 E. King Street, Suite 101
Carson City, NV 89710

PHONE: (702) 687-5911

(30) **New Hampshire**

Robert Letellier, Chief
Bureau of Child Care, Standards and Licensing
Health and Human Services Bldg.
6 Hazen Drive
Concord, NH 03301

PHONE: (603) 271-4523
FAX: (603) 271-3745

(31) New Jersey

Richard Crane, Acting Chief
Bureau of Licensing
Division of Youth and Family Svs.
CN 717
Trenton, NJ 08625

PHONE: (609) 292-1018
FAX: (609) 292-6976

(32) New Mexico

Stephen M. Borland
Child Care Licensing Bureau
CYF Department
P. O. Drawer 5160
Santa Fe, NM 87502

PHONE: (505) 827-7687
FAX: (505) 827-9978

(33) New York

Joanne Friedell
Department of Social Services
Bureau of Child Care
40 N. Pearl Street, 11-B
Albany, NJ 12243

PHONE: (518) 474-5926
FAX: (518) 474-1842

(34) North Carolina

Nancy M. Sampson
Division of Facility Svs.
Child Day Care Section
701 Barbour Drive
Raleigh, NC 27603

PHONE: (919) 733-4801
FAX: (919) 733-2757

(35) North Dakota

Corinne Shock
Office of Human Services
State Capitol Building
Bismark, ND 58505-0268

PHONE: (701) 224-4809
FAX: (701) 224-2359

(36) Ohio

M. Pauline Hosenfeld, Chief
Bureau of Child Care Services
Department of Human Services
65 E. State Street, 5th Fl.
Columbus, OH 43215

PHONE: (614) 466-3822
FAX: (614) 466-0164

(37) Oklahoma

Nancy von Bargen
Department of Human Services
P. O. Box 25352
Oklahoma City, OK 73125

PHONE: (405) 521-3561
FAX: (405) 528-4786

(38) Oregon

Karen Moffat, Unit Manager
DHR, Day Care Services
Children's Services Division
500 Summers Street, NE
Salem, OR 97301-1017

PHONE: (503) 378-3178
FAX: (503) 378-3800

(39) Pennsylvania

Marie James, Program Specialist
Bureau of Child Day Care Services
DPW - OCYF
P. O. Box 2675
Harrisburg, PA 17105

PHONE: (717) 787-8691
FAX: (717) 787-7753

(40) Puerto Rico

Rosa Canino de Cardona, Director
Department of Social Services
P. O. Box 11398
Santurce, Puerto Rico 00910

PHONE: (809) 724-7400
FAX: (809) 724-0767

(41) Rhode Island

JoAnne K. Flodin
Child Development Specialist
Dept./Children, Youth & Families
610 Mt. Pleasant Avenue
Providence, RI 02908

PHONE: (401) 457-4995
FAX: (401) 457-5388

(42) South Carolina

Sherry H. Driggers, Director
Div. of Licensing & Regulatory Serv.
Department of Social Services
P.O. Box 1520
Columbia, SC 29202

PHONE: (803) 734-5740
FAX: (803) 734-6220

(43) South Dakota

David Hanson, Program Specialist
Department of Social Services
700 Governors Drive
Pierre, SD 57501

PHONE: (605) 773-3227
FAX: (605) 773-4855

(44) Tennessee

Carolyn Deal
DHS, Licensing Unit
Citizens Plaza
400 Deaderick
Nashville, TN 37248-9800

PHONE: (615) 741-7129

(45) Texas

David J. Beard, Lic. Consultant
Dept. of Protection and Regulatory Services
P.O. Box 149030
Austin, TX 78714-9030

PHONE: (512) 450-3260
FAX: (512) 450-3848

(46) Utah

Patricia Kreher, Director
Office of Licensing
Departmetn of Human Services
120 North 200 West
Salt Lake City, UT 84106

PHONE: (801) 538-4242
FAX: (801) 538-4016

(47) Vermont

Coleman Baker
Children's Day Care Unit
Division of Licensing & Regulation
103 S. Main Street
Waterbury, VT 05671-2401

PHONE: (802) 241-2158
FAX: (802) 241-2980

(48) Virginia

Arlene Kasper, Prog. Dev. Supervisor
DSS- Division of Licensing Programs
8007 Discovery Drive
Richmond, VA 23229-8699

PHONE: (804) 662-9076
FAX: (804) 662-7696

(49) Virgin Islands

Verna C. Garcia
Volunteer & Special Programs
Knud Hansen Complex, Bldg. A
1303 Hospital Ground
St. Thomas, VI 00802

PHONE: (809) 774-0930
FAX: (809) 773-6121

(50) Washington

Barry Fibel, Program Manager
Division of Children & Family Serv.
Mail Stop, OB-41
Olympia, WA 98504

PHONE: (206) 753-7002
FAX: (206) 586-1040

(51) West Virginia

Kay Tilton
Dept. of Health & Human Svcs.
1900 Washington St., East
Capitol Complex, Bldg. 6,
Room 850-B
Charleston, WV 25303

PHONE: (304) 348-7980

(52) Wisconsin

David B. Edie, Director
Dept. of Health & Social Svcs.
Office of Regulation & Licensing
P.O. Box 7851
Madison, WI 53707

PHONE: (608) 266-9314

(53) Wyoming

Glenda Lacey, Social Svc. Consultant
Dept. of Family Services
Hathaway Bldg.
Cheyenne, WY 82002

PHONE: (307) 777-6595
FAX: (307) 777-7747

THE CHILDREN'S FOUNDATION
725 Fifteenth Street, N.W., Suite 505 • Washington, D.C. 20005-2109
(202) 347-3300

BOARD OF DIRECTORS

Barbara Bode (Chair)
Council of Better Business Bureaus
4200 Wilson Boulevard
Arlington, VA 22203

Arthur Frankel (Secretary)
School of Social Work
Rutgers University
New Brunswick, NJ 08903

John V. Surr (Treasurer)
8217 Lilly Stone Drive
Bethesda, MD 20817

Pablo Eisenberg
Center for Community Change
1000 Wisconsin Avenue, N.W.
Washington, DC 20007

Alyce P. Hill
Cities-In-Schools, Inc.
213 Executive Drive, #360
Mars, PA 15205

Alan Madian
Madian Economics, Inc.
1701 K Street, N.W., #805
Washington, DC 20006

Mary Mahoney
Lauren Ballynagowen
Lisnagry Limerick
Republic of Ireland

Debra L. Neisler
Child Care Consultant
Wild Goose Lane
Norwalk, CT 06851

Leslie R. Wolfe
Center for Women Policy Studies
2000 P Street, N.W., Suite 508
Washington, DC 20036

THE CHILDREN'S FOUNDATION
725 Fifteenth Street, N.W., Suite 505 • Washington, D.C. 20005-2109
(202) 347-3300

SELECTED PUBLICATIONS

The 1993 Family Day Care Licensing Study, contains the results of a nationwide survey conducted of state regulatory agencies. This **Study** offers in-depth information on both small and large family day care homes and is organized into more than 15 categories.

The 1993 National Directory of Family Day Care Associations and Support Groups contains a state-by-state breakdown in alphabetical order. Contains nearly 1,750 entries. LABEL FORMAT AVAILABLE.

Helping Children Love Themselves and Others is a first-of-its-kind guide to a multicultural, anti-bias child care approach. It contains three sections: (1) "Equity Handbook," offering recommendations for ways to make children's toy and play spaces reflect a commitment to celebrate diversity; (2) "Equity Activities" containing 12 sections of fun, developmentally appropriate activities for children; and (3) "Resource Guide" which is an annotated bibliography of young children's literature and adult resources. This book can be used by family day care providers, day care center teachers and parents.

Better Baby Care Training Course, is a complete, detailed course outline, plus handouts, and activity sheets. The **Training Course** is based on the book, **Better Baby Care: A Book for Family Day Care Providers.** A sample of the topics covered in the course are: Infant and Toddler Development Stages; Health & Safety; Developmental Activities; and Parent Communications.

Better Baby Care: A Book for Family Day Care Providers offers practical guidelines about caring for infants. It combines practical information with sound principles of child development and early education, and has been referred to as "everything you need to know about taking care of babies."

Family Day Care Bulletin, the oldest continuously published national newsletter for and about family day care--the provider and the profession.

Child Support Bulletin, a resource of national information for custodial parents, advocates, agencies and grassroots groups.

Call or write to us to receive a copy of our informational brochure and publications order form.